

Important Discourses -

- Speech
- Diary Writing
- Debate
- Profile
- Paragraph Writing
- Editorial
- Letter writing
- Notice
- Press release
- Report writing
- Graph analysis

SPEECH: (Layout)

Introduction -

Greeting and Attention grabber

Purpose statement

Main points - overview

Relevance

Body -

Transition

Main ideas, Supporting Ideas,

Examples

Conclusion -

Transition

Summing up main points

Closer statement

DEBATE : (EXAMPLE)

TOPIC - " SATURDAYS SHOULD BE DECLARED HOLIDAYS FOR PLUS TWO STUDENTS".

FOR -

- ❑ Provides leisure time for students.
- ❑ Time for reflecting their studies
- ❑ They can enjoy time with family.
- ❑ They get time for hobbies

AGAINST -

- ❑ Teachers cannot finish their syllabus.
- ❑ There is a chance of deviation in the students' interests.
- ❑ Students will lose interest in studies.
- ❑ It will only help the tuition centres to mushroom.

DIARY ENTRY :

Informal

Date/Day/ Time

First person narration – Record thoughts, observations, feelings, Hopes, Promises etc.



Smileys, doodles or short forms (eg : ☺, ☹, OMG!)

Personalize by addressing the diary as a friend (optional)

Signature at the end.

PROFILE

Formal, non-fiction, semi-biographical

Introduction -

Who is the person?

What makes him/her important?

2nd paragraph -

Early life and education

Work and achievements

3rd paragraph -

Notable achievements

Awards

Conclusion -

Death (if the person is dead)

or

Current position and Future plans(if the person is alive)

PARAGRAPH WRITING (Character Sketch)

Introduction sentence - name, age , location (optional)

Physical description (use appropriate

adjectives)

Likes and/or dislikes of the person

Important activities

Frequent statements or actions that tells

his/her

character

Strength and weaknesses

Concluding sentence - the most highlighted

EDITORIAL:

An article that states the stance of newspaper on a particular issue - voice of the newspaper .

Title

Introduction :

State the problem/situation

State your stance/position

2nd para :

Give evidences, data to support your position

Analyse the reasons

Discuss opposite points of view

Establish your point and refute opposite views with supporting ideas.

Conclusion:

Conclude your point

Offer solutions

LETTER WRITING (Letter to the editor)

*To
The Editor,
(Name of the Paper*

Date.

Sir,

1st para - Introduction -Purpose/reference of the letter

2nd para - Body of the letter - Details/arguments/analysis

3rd para - Conclusion - Expected action/suggestions_

NOTICE :

Simple, concise, attractive
Not more than 50 words

NAME OF THE INSTITUTION

NOTICE

HEADING

BODY – Details of the event – Time, Date, Venue,
Duration

- Important people attending
- Main attraction of the program
- People responsible/who to contact for further details

All are invited !

Date:

Name & Designation

PRESS RELEASE :

Short, Matter-of-fact, Avoid hype phrases, Write in 3rd person

Write in 1 or 2 paragraphs.

Press Release

Name of the Institution

Title

Date (of release)

BODY – Important details of the event – who, what,
when, where, how

Other supporting information

Details of Person to contact

NEWS PAPER REPORT :

*Accurate, Factual , Strong verbs, No opinions,
Objective*

NEWS HEAD LINE

By

Photo



**Place : (First Paragraph) – Who , What ,
When, Where.**

(Second Paragraph) – How , Why

(Third Paragraph) – Quotes/Other details

(Fourth Paragraph) – Less important details/conclusion.

GRAPH ANALYSIS:

Graph is a diagram that shows data and their relationships.

Shows trends in the past and implications to future.

Write as a comprehensive summary in 4 or 5 paragraphs.

- Explain the given data*
- Make comparisons – common trends or differences*
- Write your conclusions/ What does this data mean*
- Analyse the reasons for these trends*
- Write about future implications and suggestions*

COMPARISON OF POEMS:

Figure out the similarities and differences of the 2 poems.

Write in several paragraphs.

Have a logical order .

You can discuss the first poem and then the 2nd one

Use transitional words and phrases.

Words of comparison – similarly, likewise, in the same way, as well as

Words of contrast – unlike, in contrast, however, but

You can compare/contrast theme, language, style, images, mood, tone etc.