

Important Discourses



SRKGVMHSS, PURANATTUKARA

1.SPEECH

2.PROFILE

3.CHARACTER SKETCH

4.FORMAL LETTER WRITING

5.INFORMAL LETTER WRITING

6.E-MAIL

7.INTERVIEW

8.CONVERSATION

9.DEBATE

10.PANEL DISCUSSION

11.TRAVEL ESSAY

12.LIVE TV REPORT

13.NEWSPAPER REPORT

14.EDITORIAL

15.ARTICLE

16.TRAVEL INFO

17.INTRO SPEECH (TOURIST GUIDE)

18.PARAGRAPH

19.ESSAY

20.REVIEW/ APPRECIATION

SPEECH:

Introduction –

*Address, Greeting ,
(Attention grabber)- quotes, narration, question
Purpose statement -Topic
(Main points – overview)
Relevance/ Importance*

Body –

*Transition
Main ideas, Supporting Ideas,
Examples, data, evidence, story*

Conclusion –

*Transition
Summing up main points -highlights
Closer statement
Thank you.*

PROFILE

Title

Introduction –

Who is the person?

What makes him/her important?

Early life /childhood and education

2nd paragraph –

Career

Notable achievements / Awards

Conclusion -

Death (if the person is dead)

or

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

CHARACTER SKETCH

Introduction – name, age , location

Physical description - (adjectives)

Education, Job

Social/ family background

Likes and/or dislikes of the person

Statements or actions that tells his/her character

Behaviour / Attitudes

Concluding sentence – the most highlighted feature

FORMAL LETTER WRITING

(Letter to the Editor / Letter of appreciation/ recommendation)

Fom
Abhinav,
12B, Venus Apts,
MG Road, Thrissur.

To
The Editor,
The Hindu, Kochi.

Date.

Dear Sir,

1st para – Introduction – Introduce yourself - Purpose/reference of the letter

2nd para – Body of the letter – Details/arguments/analysis
Evidences, data, examples

3rd para – Conclusion – Expected action/suggestions
Request

Yours faithfully,

Signature
Name

INFORMAL LETTER

Place,

Date.

Dear

1st para - (small talk), purpose / reason of the letter

2nd para - details of the topic

3rd para - Conclusion- request/promise/invitation/suggestion etc. (depending on the topic)

Yours lovingly,

Name

E MAIL

To: (email id). username@gmail.com

Sub :

From : (email id)

Dear Sir,

1st para – Introduction – Purpose

2nd para – Body of the letter – Details

3rd para – Conclusion – Suggestions

Yours faithfully,

Name

INTERVIEW

Formal

Relevant questions /responses

Punctuate.

Stock questions:

- *How do you feel after this success?*
- *What is your inspiration? / Who is your role model?*
- *Why did you choose this field of work / career?*
- *What kind of challenges did you face in your career?*
- *How do you define success?*
- *What is your advice to young generation/ students?*

CONVERSATION

Casual / Informal

Relevant to the context

Use first names

DEBATE

Write only points

For or Against or Both? (Read question carefully)

For - in favour of/ supporting

Against - disagree/ opposing

PANEL DISCUSSION

Address & Greet

Intro speaker / concluding speaker /other panelist

Agree or disagree /opinions

Provide perspective

Give examples /references from other panelists

Different from debate

TRAVEL ESSAY

Title

Introduction - *Where, when, how, who*

Body - *Experiences - sights, food, interactions, emotions*

Conclusion - *Return details, takeaway/ memory*

LIVE TV REPORT

Greeting

Location and Event

Weather or Mood

Conversational

Present tense

NEWSPAPER REPORT

Title

1st para - what, when, where, who, how

2nd para - details

3rd para - less important details

Use past tense

Be objective / factual information

EDITORIAL

Title

Explanation of Issue /topic

Analysis- different views

Persuasive /Influential / Critical /Explanatory /Encouraging

Opinion /stance of the writer (the newspaper)

Suggestions

ARTICLE

Title (catchy)

Relevance of the topic

Combine facts and opinions

Use quotes, examples

Provide perspective /observations

Write in short paragraphs

Personal tone to engage the reader

Semi formal language

TRAVEL INFO

Getting there - (How to reach the place)

Weather

Major attractions of the place

Cuisine / Festivals / Activities

Best time to visit

INTRODUCTION SPEECH OF A TOURIST GUIDE

Address - Hello everyone

Greeting - Good morning and welcome to

Self Intro

Description of the location

Major attractions/ Special events

Advice (dos and don'ts) - You can, You are allowed to, You are advised to, You are not allowed to

Conclusion

PARAGRAPH / WRITE UP

Topic sentence -main idea

Supporting details - data, stories, opinions, evidences

Concluding sentence- establish / highlight the main idea.

ESSAY

Introduction - Topic , Relevance

Body - 2-3 paras - Evidences, examples , stories (can be from lessons)

Conclusion - Highlights of Main ideas / Message or Suggestions (if required)

REVIEW

Title

1st para - Author , Theme

2nd para - Summary

3rd para - Tone, Language, Message, Literary devices, Your opinions