

## Lesson 6 - (Class IX-X)

### Writing Skills

Different types of 'Writing Activities' and common mistakes in WRITING

### Materials Designed by BRAC University Centre for Languages (CfL)

There are various types of writing activities in the English for Today (IX-X) book. As you may find similar types of activities in its different Units and Lessons, it will be really convenient if you know which lessons have the similar writing activities. See the list of activities below and the respective Units and Lessons where you can find them:

<b>PARAGRAPH and COMPOSITION</b>	Unit 1 Lesson 3; Unit 2 Lesson 1, 3, 4; Unit 4 Lesson 5, 6, 7; Unit 5 Lesson 1; Unit 6 Lesson 2; Unit 7 Lesson 1,2,3,7 (News writing), 9; Unit 9 Lesson 1,2; Unit 10 Lesson 2,3,5,6,7; Unit 11 Lesson 1,2,3,4,5; Unit 12 Lesson 2,3,4; Unit 13 Lesson 1,2,3,5; Unit 14 Lesson 2; Unit 15 Lesson 6,7; Unit 16 Lesson 1,4; Unit 17 Lesson 1,2,4; Unit 18 Lesson 1,3,4,5; Unit 19 Lesson 2,6,7; Unit 20 Lesson 1,2; Unit 21 Lesson 2; Unit 22 Lesson 5		
<b>LETTER/ APPLICATION</b>	Unit 1 Lesson 2; Unit 2 Lesson 2; Unit 3 Lesson 3; Unit 4 Lesson 2; Unit 5 Lesson 2,3,6; Unit 6 Lesson 3; Unit 8 Lesson 5; Unit 15 Lesson 5; Unit 19 Lesson 3,4; Unit 20 Lesson 3, Unit 21 Lesson 1, Unit 22 Lesson 4		
<b> DIALOGUE</b>	Unit 1 Lesson 1; Unit 2 Lesson 2; Unit 4 Lesson 3,6,9; Unit 5 Lesson 2; Unit 6 Lesson 1; Unit 8 Lesson 2; Unit 13 Lesson 2, 4; Unit 16 Lesson 2, 3 and Unit 19 Lesson 3		
<b>Questionnaire Making and Answering</b>	Unit 1 Lesson 1,3; Unit 2 Lesson 1; Unit 6 Lesson 3; Unit 13 Lesson 5; Unit 15 Lesson 1; Unit 21 Lesson 3; Unit 22 Lesson 5		
<b>ARTICLE</b>	Unit 1 Lesson 1		
<b>LIST Making</b>	Unit 1 Lesson 3,4; Unit 2 Lesson 1; Unit 3 Lesson 1; Unit 4 Lesson 1,4; Unit 5 Lesson 1,2,6; Unit 6 Lesson 1, Unit 7 Lesson 6,9; Unit 8 Lesson 1,3,4; Unit 9 Lesson 3; Unit 11 Lesson 2,3,4,5; Unit 13 Lesson 2, Unit 15 Lesson 6,7; Unit 19 Lesson 5, Unit 20 Lesson 3 and Unit 22 Lesson 2,3,6		
<b>GAP FILLING</b>	Unit 1 Lesson 2; Unit 2 Lesson 2,3; Unit 3 Lesson 3,4; Unit 4 Lesson 4,5,6,9,10; Unit 5 Lesson 3,5; Unit 6 Lesson 2,4; Unit 7 Lesson 1, 2, 5, 8, 9; Unit 8 Lesson 1,3; Unit 9 Lesson 1,4; Unit 10 Lesson 1,4,7; Unit 11 Lesson 1,2,3; Unit 12 Lesson 4; Unit 13 Lesson 1,4,5; Unit 14 Lesson 1,2; Unit 15 Lesson 3, 4, 5, 7; Unit 17 Lesson 2,3,4; Unit 18 Lesson 1,5; Unit 19 Lesson 1,5; Unit 20 Lesson 1,2; Unit 21 Lesson 2 and Unit 22 Lesson 1,3		
<b>POSTER Making</b>	Unit 1 Lesson 4; Unit 6 lesson 4; Unit 7 Lesson 4, 6; Unit 15 Lesson 7 and Unit 22 Lesson 7		
<b>PICTURE Description</b>	Unit 2 Lesson 1, 6 and Unit 11 Lesson 4	<b>DESCRIBING a Situation</b>	Unit 2 Lesson 5
<b>PROFILE</b>	Unit 3 Lesson 1	<b>REPORT</b>	Unit 7 Lesson 2
<b>Writing Arguments for a Debate</b>	Unit 3 Lesson 2 and Unit 22 Lesson 1,3	<b>INSTRUCTION Writing</b>	Unit 6 lesson 2 and Unit 8 Lesson 4
<b>Pamphlet/ Advertisement writing</b>	Unit 5 Lesson 4, 5; Unit 6 Lesson 3; Unit 7 Lesson 5; Unit 8 lesson 1 and Unit 22 Lesson 6		
<b>HEADLINE writing:</b>	Unit 7 lesson 7	<b>CV Writing</b>	Unit 21 Lesson 3

### Writing Checklist

(You can assess your writing with the help of the following checklist. Put a  mark beside each recommendation if you think that it has correctly been followed in your writing)

#### General Rules

- Each of my paragraphs has one main idea.
- I have used correct grammar.
- I have used correct capitalization and punctuation.
- Periods are at the end of my sentences.
- My spelling is correct.
- My handwriting is legible.

#### Organization

- My writing is sequenced and in order.
- My introduction is exciting.
- My ideas are well connected.
- I have a satisfactory conclusion.

#### Ideas

- My ideas are written in my own words.
- I understand my topic.
- My details give readers important information.
- My ideas are related to one another.
- I have listened to suggestions from the teacher or peers.

#### Word Choice

- Every word seems just right.
- I used a lot of describing words.
- I used synonyms to add variety.

### Vocabulary of the Week

**Button** (noun): a small, sometimes circular object which you press to operate a device or a machine

**Cave** (noun): a large hole in the side of a hill, cliff or mountain

**Convenient** (adjective): suitable for your purposes and needs and causing the least difficulty

**Deny** (verb): to say that something is not true

**Pamphlet** (noun): a thin book with only a few pages which gives information or an opinion about something

**Respective** (adjective): relating or belonging to each of the separate people or things you have just mentioned

**Stuck** (verb): to cause something to become fixed, for example with glue or another similar substance

**Tendency** (noun): If someone has a tendency to do or like something, they will probably do it or like it



### Common Mistakes in WRITING

It cannot be denied that we make several types of mistakes while writing. Sometimes we do this because we do not know the correct form. However, in many cases our carelessness also leads to this. Let us see some examples:

Example-1 : Mr. John should has the tendency to work hard.

Clarification : Should is a modal verb in this sentence and after a modal verb you have to put the base form of the verb. The base form of has/have/had is have.

Correct form : Mr. John should have the tendency to work hard.

Example-2 : One should have to do his or her duty in a right way.

Clarification : Should and have to are usually used as modals, in a single sentence you cannot use two modals together. Correct form : One should do his or her duty in a right way.

Example-3 : If a person to become a truly successful person he needs many qualities.

Clarification : In the first part of this sentence there is no main verb. Therefore, you have to put a main verb. Correct form : If a person wants to become truly successful he needs many qualities.

Example-4 : Men and women working in a same post of a garment.

Clarification : Here you find "ing" with the main verb but there is no auxiliary verb to make the sentence a present continuous one. You have to put an auxiliary verb.

Correct form : Men and women are working in a same post of a garment.

Example-5 : Many person can visit the dark cave.

Clarification : 'Person' is a countable noun. 'Many' refers to the plural form. Therefore, you have to add 's' with the person. Correct form : Many persons can visit the dark cave.

Example-6 : I wanted to know who are you.

Clarification : Here, who is not used to ask a WH question. It is a relative pronoun here. Therefore, this should be an assertive sentence.

Correct form : I wanted to know who you are.

Example-7 : A successful person need some basic qualities.

Clarification : 'A successful person' is a third person singular number. That is why you have to add 's' or 'es' with the main verb.

Correct form : A successful person needs some basic qualities.

Example-8 : There are more things which are more important than money.

Clarification : The first 'more' is used to compare between two things but to simply tell about the number you have to use many instead of more.

Correct form : There are many things which are more important than money.

Example-9 : He is a rich man can do anything he likes.

Clarification : Here you have to use a relative pronoun (such as who, what, when etc. to connect two clauses).

Correct form : He is a rich man who can do anything he likes.

Example-10 : Without money men can not develop.

Clarification : The sentence does not give a complete sense; a question may come to one's mind- what are the things men can not develop. Therefore, you have to put an object at the end to complete the sense.

Correct form : Without money men cannot develop the society.

Example-11 : I am not agree with this sentence.

Clarification : After the auxiliary verb (am, is, are, was, and were) we can not use the base form of the verb. In this case, it has to be a past participle or a continuous form. Otherwise, we can use 'do not' to make it negative.

Correct form : I do not agree with this statement.

Example-12 : Indeed, they doesn't care where the money is coming from.

Clarification : 'They', the subject in this sentence, is a third person plural number. That is why we cannot use 'does' for it.

Correct form : Indeed, they do not care where the money is coming from.



Illustration : Yousuf Ali Khan Hira

Ratul surprisingly notices a number of buttons around the vault. Some are white and some are deep blue ...



### Power saving is power generation

If we become conservative in using electricity for luxury, other people will be able to use it for their basic necessities. Please switch off the lights, fans, air conditioners etc. when not in use. This simple effort can make a big difference in other people's lives.

**Conserve Electricity and "Let there be light" for all**

