



E-Content

Instructional Media Centre
Maulana Azad National Urdu University
Gachibowli, Hyderabad - 32
T.S. India

Subject / Course – English

Paper : General English
Module Name/Title : Use of Capital Letters



DEVELOPMENT TEAM

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3. Have you done any writing in English? When and why?

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.....
.....

5.3 The Writing Process

Good writing needs careful planning. If you write down whatever comes to your mind, the result will be unsatisfactory. In order to make your writing effective and interesting you have to keep in mind the following points.

- | | |
|---|--------------|
| i) The reason for writing | PURPOSE |
| ii) Collecting ideas/ points | CONTENT |
| iii) Arranging the ideas in a proper
or logical order and linking them | ORGANISATION |
| iv) Following the conventions of writing-
layout, spelling, punctuation, grammar | CORRECTNESS |
| v) Using a range of vocabulary and being
aware of readers | STYLE |

First, you must know why you are writing something. Second, you should be able to gather relevant ideas or points by referring to books, newspapers, encyclopaedias, etc. Reading also helps in acquiring knowledge; good thinking leads to good writing and so you should develop your thinking skills. You should be able to organise your material properly. Next, you should avoid mistakes in spellings, grammar, punctuation, etc. Bad or incorrect writing will not please any one or fetch marks in the examination. Lastly, you should be able to use a wide range of English words and also have a sense of who is going to read your writing. The success of writing often depends on the awareness of the audience. Writing for a newspaper is not the same as writing a scholarly book.

5.4 Activity

1. What should good writing have?
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.....
2. Can you add any point to the list above?
-
.....
.....

5.5 Mechanics of Writing - 1

Spelling mistakes often affect the quality of writing. English spelling is very irregular. As in Indian languages, spelling and pronunciation do not match. So, when you see a new word, you are not sure how

you should say it. Similarly, when you hear an English word, you cannot be sure of the spelling. For example, the sound 'k' is written in five different ways - k, c, ck, ch, or q. There are no reliable rules about spelling in English. So, the best way is to learn the spelling of each word separately. Remember that spelling mistakes give a wrong impression that your knowledge of English is not good. Follow the procedure given below and you can be sure of your spelling.

- Always check with the dictionary for the correct spelling.
- If the spelling appears to be difficult, write it down five times in your notebook
- Close your notebook and mentally practise the spelling.
- Keep a list of words which are spelt wrongly by you.
- Remember that some spellings are different in American English.

British English

colour

labour

centre

litre

archaeology

gynaecology

jeweller

defence

kilogramme

programme

apologise

finalise

tyre

American English

color

labor

center

liter

archeology

gynecology

jeweler

defense

kilogram

program

apologize

finalize

tire

Spelling is primarily a habit. You have to learn to spell words correctly and make correct spelling an automatic habit. Since memory plays an important part in spelling, you should develop visual memory. Try to get a mental picture of the word by closing your eyes and write down the word from the memory. Check the spelling and if it is wrong, repeat the process till you get the spelling right. To improve your spelling, look - cover - remember- write.

5.6 Activity

1. Why is spelling important?

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2. Do you commit many spelling mistakes?

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3. Describe the technique of learning correct spelling.

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5.7 Mechanics of Writing - 2

Punctuation is the use of certain marks to divide writing into smaller units to make the meaning clear.

1. CAPITAL LETTERS

Use a capital letter at the beginning of

- i) a sentence
English is a world language.
- ii) names of people and places
Akbar, Hyderabad
- iii) days and months
Monday, January
- iv) titles
Doctor, Miss, Professor,
- v) languages
English, Hindi, Urdi

2. Full stop / period (American English) [.]

- i) to mark the end of a sentence
English is a world language.
- ii) after abbreviations
Prof., M.A.,
- iii) to separate numbers
01.05.2000
- iv) as a decimal point
7.5, 42.25

3. Comma [,]

- i) to separate the items of a list
I bought potatoes, tomatoes, cabbage, and cauliflower.
- ii) after yes or no in an answer
Yes, I'm all right.
No, I am not all right.
- iii) to mark a short break in a sentence
she's a pretty girl, but not very clever.
- iv) before direct speech
The Prime Minister said, 'we want peace.'
- v) In numbers to separate thousands, millions, etc.
3,450,000

4. Semi-colon [;]

- i) between phrases
You can take out books provided that you return them soon; that you do not lend them to others.
- ii) to separate two sentences closely connected in meaning.
Some people work hard; others take life easy.

5. Colon [:]

- i) to introduce a list
We need the following things: paper, scissors, gum and a pencil
- ii) to introduce a quoted speech
He shouted: "look out!"

6. Question Mark [?]

- i) At the end of a question
Are you ready?

7. Quotation Marks [' ' and " "]

- i) in direct speech
'Do come in', he said.
- ii) titles of articles, chapters

8. Apostrophe [']

- i) Possessives
Abraham's bungalow, The girl's father
- ii) Omission of a letter or letters
It's for It is
can't for cannot

9. Brackets/Parenthesis (American English) [()]

- i) with numbers and letters (1) (A)
- ii) to add extra information

5.8 Activity

1. Punctuate the following passages.

- (a) How do computer graphics work a computer screen is composed of tiny dots each dot at pixel can be switched on and off dozens of times a second with the screen as canvas and light as paint a computer user creates an image on the glowing surface.
- (b) trees do more than make life a pleasure they make life possible.
- (c) do you consider india a great country