

Art of writing

a) Expansion

b) Paragraph

Expansion

- Expansion is similar to paragraph writing. But it is mostly reflective. Expansion may be summed up as the enlargement of an idea contained in a line or a metaphor. Generally these lines are taken from the works of thinkers and men of action and letters. They are old saying and maxims uttered by those who achieved distinction in their respective fields. The expansion classifies the ideas more comprehensibly.
- The sentence given for expansion may be the conclusion of an idea. In this case a student to give arguments and arrive at the conclusion implied in the saying. Sometimes the sentence given for enlargement may be considered to be beginning and that idea has to be expanded by explanation

Paragraph Format

Factual Description

Factual Description of an Object

An effective paragraph must contain:

- ☐ Unity
- ☐ Coherence
- ☐ A Topic Sentence
- ☐ Adequate development

- In order to write the description of an object, we have to focus on its Appearance, as well as its Functions or uses

- **The Format is given below**

1. Title
2. Topic sentence
3. External features: shape, texture, color, location/place
4. Smaller details: distinguishing shapes, additions, smaller features inside
5. Work/function
6. How is it used?
7. Who uses it?

Write a paragraph of about 80 words about **A Mobile phone**

- A mobile phone is an electronic device that the user can carry with him anywhere. It is very small in size and can be easily stored in any of the pockets. It is also known as cellular phone or cell phone. It is a telephone that does not have wires. **It carries its own radio and computer. Hand-free mobiles are in vogue these days. The new generation mobiles have the facility of M.M.S. and video recording as well as memory for calls and storing and displaying other information.** It provides the latest news, songs and scores etc. Thus it is a camera, T.V. and phone in a tiny case i.e. 3 in 1.

Describe People

Format

- **Physical Appearance:** Height, build, complexion, facial features and dress
- **Intellectual Qualities:** Intelligent, imaginative, creative and mediocre
- **Emotional and Moral Qualities:** Trustworthy, confident, warm, sincere, selfish, cruel, insensitive, patient and tolerant

- The description should be free from ambiguity, exaggeration and overstatement. It should be neither unclear nor unnecessarily lengthy. Selection of relevant details will help in presenting a life-like and concrete description of a real person.

Describe A Postman

- The postman is a familiar face. He puts on a uniform. His uniform is khaki. He carries a bag with him. He keeps his letters, parcels, money orders, telegrams and gifts in his bag. He works for the Post and Telegraph Department. He is a government servant. In the morning, the postman goes to the post office. He sorts out the letters and post of his area to be delivered. He then puts stamps all the letters. He takes his cycle and goes out to deliver the post.
- The life of the postman is very difficult. He works hard for the whole day. He has to move from door to door and locality to locality to deliver letters. Even he has to work at night to deliver telegrams. The postman has to move in every season and in every weather. He has to work in the rainy season too. Even if it is biting chill he has to work. Sometimes, a postman has to cover difficult terrains in deserts and hilly areas. He has to pass through deserts and forests and other hostile places. Sometimes, a postman loses his life due to snake bite or severity of weather like a heat stroke.
- Usually the postman is honest and hardworking. But some postmen are not sincere in their duties. They don't perform their duties properly. They are careless. They do not deliver the letters to their respective addresses. They do not put letters in the letter boxes kept outside the houses and throw them somewhere else, these letters are torn by the children who do not know the importance of a letter. People have to suffer a lot due to their careless behaviour.
- Despite his difficult duties, he gets a meager salary. His allowances are not as per his duties. He has limited holidays. When we enjoy holidays he is busy with his works. He is overburdened particularly during festival and marriage season. There is little scope for growth and promotion. He has not enough money to give good education to his children. His whole life is spent in poverty. Sometimes, people offer him money as a gift. He is happy. We should be kind and sympathetic to him. Our government should do much to bring change in his life.

Describing a Place

- Following details are to be followed:
- Where is the place?
- What do you see?
- What do you hear?
- What do you smell?
- What do you feel?
- What time of the day are you observing?

Describe The School Common Room

The Boy's common room stands in a wing adjacent to the Activities Room. Being isolated from the main campus, it provides ample opportunities of rest, relaxation and recreation. It is housed in an airy and well ventilated hall. There are many facilities for the students. We can watch matches “live” on the television and play indoor games. Day scholars visit it after school hours while boarders frequent it in the evening. It provides a healthy environment for interactions and group discussions.

Describe A Process

Describing a process requires a systematic, logical and factual skill of narration. The process must include following points:

- ❖ A Scientific knowledge of a particular process
- ❖ A Systematic description of the process is step-wise
- ❖ Description of a process demands a spontaneous and continuous narration. No essential point is to be left.
- ❖ Factual Description of a process needs a clear cut scientific approach and not a philosophical treatment.

Main Features of Processes

- Scientific facts/ knowledge
- Systematic and logic
- Spontaneous and continual narration
- Factual and objective
- Brief, clear and concrete
- No single essential part dropped nor irrelevant material added.
- Steps of process leading from one to the other

Borrowing a book from Library

The process of borrowing a book from the school is very simple. Each student is issued a library card. Only one book is issued against a card. The Library maintains a record of all books in author- wise and title wise catalogues. The title- wise catalogues are arranged subject- wise. It is easy to consult these catalogues as they are alphabetically arranged and also contain the subject code number as well as the accession number of the book. First take a requisition form. Enter the name of the book and the author in relevant columns. Hand over the slip to the Librarian. If it is available, it is at once issued to the student against his borrower's ticket. In case it has been issued to another card holder, the student is asked to contact on a particular date when the book is due. At school level, a book is generally issued for a week. It can be re-issued for another week on demand provided that it has not been requisitioned by some one else.

THANKS