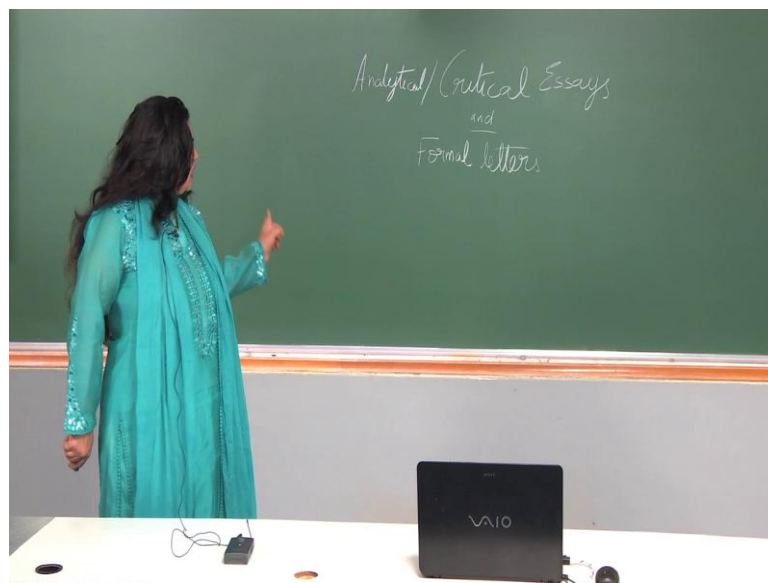


Technical English for Engineers
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Lecture – 30
Essay Writing and Formal Letters

(Refer Slide Time: 00:27)



We will be continuing with our discussion of Essays. And let me put some emphasis on how to write an analytical or critical essay. In today's lecture, we will also talk about how to write formal letters. You have done email writing, which I would consider a kind of semiformal writing. However, in certain more complex situations, of course, you will be using e-mail and that goes without saying, so these kinds of formal letters can also be used in the form of emails. But consider the way those kind of email that we have already discussed in our early lectures, and how different they are from what we are going to do today.

So, as far as you would remember perhaps, we have talked about writing an email within a close circle; close circle of friends and colleagues that is why I call them semiformal. Here the letters are going to be slightly more complex and formal in nature and in their

themes, all though let me reiterate, they too can be written via email considering that we live in an electronic mailing **age** and system.

So, coming back to the first part of today's lecture, we will be talking about analytical and critical essays. We have already seen some different kind of essays in our earlier session, particularly descriptive kinds where all you have to do is describe something - a process, or an experiments or an object. We have also seen what is narrative kind of an essay. There is another term like exploratory essay that again explore its survey, give you a survey of given topic.

Let me again add that whatever may be the nomenclature or the category, all essays do demand certain competent, certain extend of discussion and argument. May be not in purely descriptive process, there you do not argue for and against you just describe something. However, in this case or rather in all other cases, you are expected to do some kind of discussion and analysis. So, whether the word or the term analyzes or discuss or critically assess, these terms may or may not occur in the topic, but please give some attention whether you are expected to do that or not. So, practices, in other words. The more you practices **s** the better you will able to address these issues.

So, so far we have been talking about how to approach writing on an academy subject. **We will continue with this, and** You have to understand that while writing on an academy topic, on a technical topic or even when you appear for certain competitive exam in English, you have to understand the question or the topic. This is always useful strategy that **l** you perhaps underline the keywords that you think that are essential within the essay. Sometimes you find these as a topic themselves are so long, they run into three to four sentences; underline every keywords by **k**now you should be comfortable with identifying keywords what are the words that you think are important. Keywords generally are nouns and also verbs. So, those are the keywords. So, identify the nouns and identify the verbs and then the question how many parts thus that question have.

Useful strategy is to prepare your answer; it could be an assignment topic or an exam paper, just look at the question properly, look at the question and understand the question, underline and highlight the keywords and then make notes try to formulate a draft. You should understand that essay writing is a test exercise or skills in coming up with some style and form to explore the subject; you should decide how the topic should

be tackle by paying attention to the verbs. Verbs such as describe, discuss, debate, analysis, interpret, assess, compare, evaluate. So, when it is a comparison do not neglected contrast, do not just highlight the point where there are similarities, but you should also be able to contrast on the other hand, on the contrary using such signal words, also give some indications of contrast. And you know debate is argument form or in for and against; analysis, giving your opinion well, interpretation giving and in-depth point of view, so things like this.

Now, it is always important to research a topic; remember that it is investigation, at this level of your academic life; you have to be good researcher. So, you need to or at least attempt to investigate any work, which the essay title is specifies as your topic. Now this cannot be done in exam situation, but if it is assignment or term attempt paper, yes, you need to do some research, read the relevant material more than once in the order to understand. Make notes based on that relevant material, you can make those notes on in your laptop and save them, and read as much published criticism on the related subject.

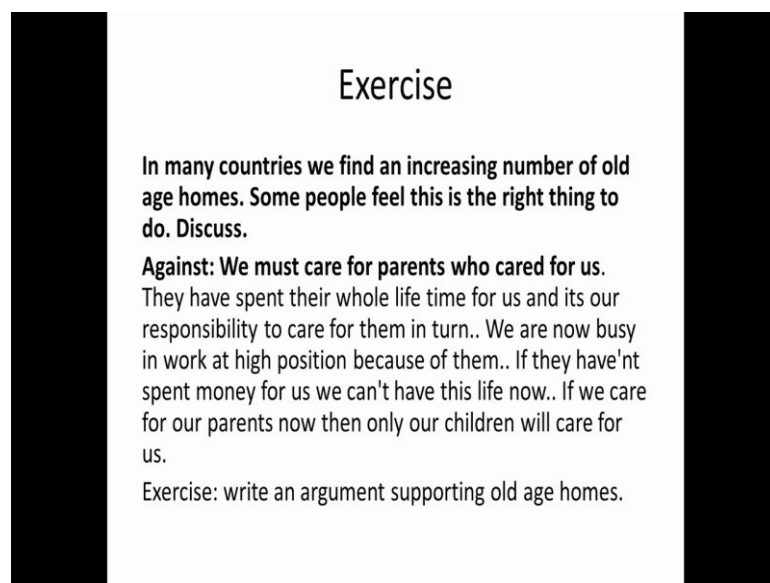
If I give you a sample as a topic such why maths should be compulsory all high school student, then you should be able to. And if the second part of the question is discussed, let us assume the question like some people feel that maths should be compulsory for all high school students, and there is should be no options to choose either maths or you know science subjects. Some boards do have this practice you; you have the option of leaving maths. So, the question hear is maths should be compulsory whether you are taking the biology stream or maths stream, it should be compulsory for all or even people who obtain opt for arts subject then maths should be compulsory.

So, now, how do you tackle question like that, if you are asked to discuss. See, you are supposed to go for and argue for and against, remember that. So, you can say maths enables us to understand statistic used in various places, it enables us to make sense of our economic, medicine and law, many competitive exams requires maths. Without the capacity to deal with numbers, we are always placed at disadvantage. At even later in your life, let us assume you are expected to calculate interest on your savings; and if you are not comfortable with maths, you would not be able to do it, you will have to depend it another to do that. So, this is for the topic, and how you speak against it, you will have to think of strategy, what are the points that go against that; no, maths people should

have the option, people should have the freedom to exercise their option and then you talk against it.

So, I would you like you to work in pairs, and solve this; **solve this as in** write an argument - good cohesive argument against making maths compulsory for all at high school level. I would like your mentors to guide you on that, write at least one paragraph; and if you do not have mentors, please work with your friends and attempt to write a paragraph, discuss your answers.

(Refer Slide Time: 10:27)



Exercise

In many countries we find an increasing number of old age homes. Some people feel this is the right thing to do. Discuss.

Against: We must care for parents who cared for us.
They have spent their whole life time for us and its our responsibility to care for them in turn.. We are now busy in work at high position because of them.. If they have'nt spent money for us we can't have this life now.. If we care for our parents now then only our children will care for us.

Exercise: write an argument supporting old age homes.

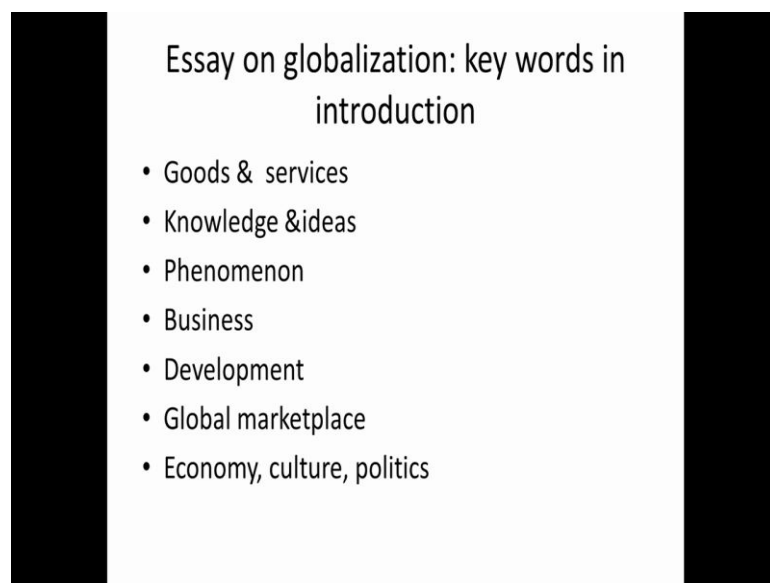
Here is a sample exercise for you; please look at it. In many countries we find an increasing number of old age homes. Some people feel this is the right thing to do. Discuss. Now here is **an** argument given against: We must care for parents who cared for us. They have spent their whole life time for us and it is our responsibility to care for them in turn... We are now busy in work at high position because of them. If they have not spent, I am sorry about this contraction, you ignore it, we are not suppose to use contraction or contracted form in formalizes, we cannot have this life now. If we care for our parents now, then only our children will care for us.

Your exercise is, to write an argument supporting old age homes. Argument here is against, I would like you to write arguments supporting. Now see personal thought or personal ideas believes do not matter in a critical analytical way. Many a time these topics are given to you not to test your personal ideology, perhaps 90 percent, 99 percent

of us here would be against the concept of old age homes that does not matter; the essay want you to discuss. So, you have to talk for **and** against, you cannot say that I had nothing against it.

The idea is to test your ability to discuss, therefore you are in an exam like situation, and therefore you are suppose to do some kind of research perhaps out there, there are people who speak for it. So, go get their opinion as valid, a serve kind of a topic. But if it is just an essay that test your written English then please look at the verb here, the key verb here in the question is discussed; that means, you have to discuss it well and thoroughly and covering every angle. Taking a position like, I had nothing against, I have nothing to say for or in support of establishing old age homes is going to weaken the over all the way you have written or addressed your essay.

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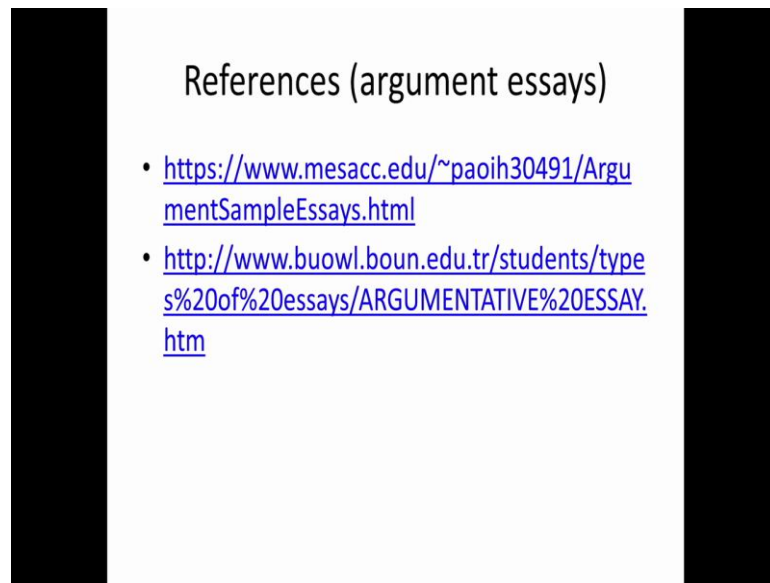


Essay on globalization: key words in introduction

- Goods & services
- Knowledge & ideas
- Phenomenon
- Business
- Development
- Global marketplace
- Economy, culture, politics

Now, **hear is another topic for, you** please look at this slide. I would like you to compose **and** essay on globalization, I am not asking you for and again, but just globalization that is your topic. And these are the keywords that I want you to write in your introduction only. Please look at this list of words - goods and services, knowledge and ideas, phenomenon, business, development, global marketplace, economy, culture, politics. I would like you to use these words, these terms, these expressions, in the introductory part of your essay on globalization. **You** can of course, these words and expression elsewhere in the essay also, but try to integrate these words in your introduction.

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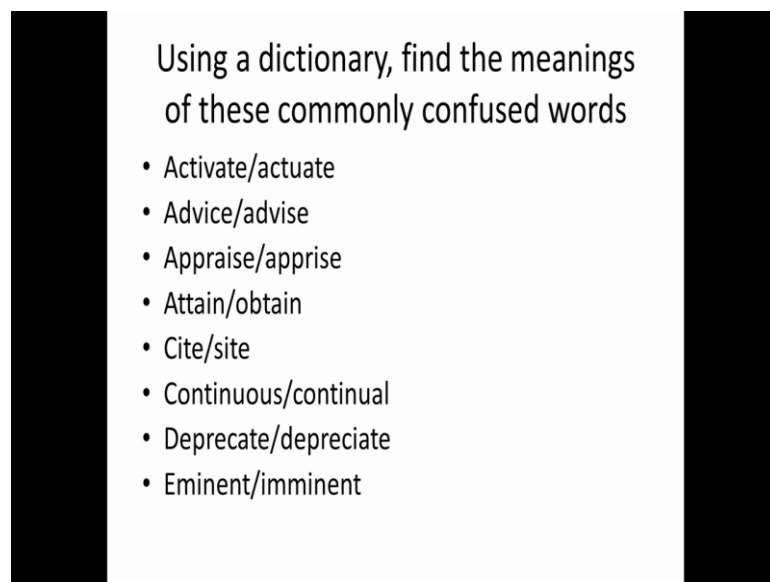


References (argument essays)

- <https://www.mesacc.edu/~paoh30491/ArgumentSampleEssays.html>
- <http://www.buowl.boun.edu.tr/students/types%20of%20essays/ARGUMENTATIVE%20ESSAY.htm>

Here is the useful site for you, or rather list of sites for you, please look at this the slide and these are your references for argument essays. Now, good vocabulary and I cannot stress enough on the important and value of good vocabulary.

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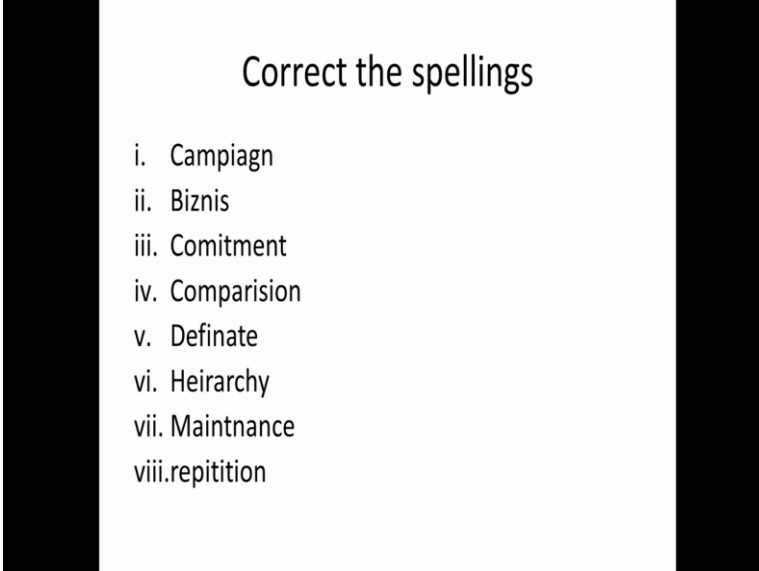
Using a dictionary, find the meanings of these commonly confused words

- Activate/actuate
- Advice/advise
- Appraise/apprise
- Attain/obtain
- Cite/site
- Continuous/continual
- Deprecate/depreciate
- Eminent/imminent

Let us look at this slide and using a dictionary, find the meanings of these commonly confused words. The reason why I want to do exercise with you is that there are so many students who keep confusing words and when you confuse vocabulary or when you get confuse in your choice of word or when the word choice is not all that good you stand to

create negative impression on the reader. So, here is the list of words, there are several other words also, I have just given you some words that I felt you may be interested in. So, activate and actuate, advice with 'c' see advise with 's', appraise and apprise, attain and obtain, cite and site, continuous and continual, deprecate, depreciate, eminent, imminent. Use your dictionary understand the meaning, the differences in meanings.

(Refer Slide Time: 15:45)



Correct the spellings

- i. Campiagn
- ii. Biznis
- iii. Comitment
- iv. Comparision
- v. Definate
- vi. Heirarchy
- vii. Maintnance
- viii. repitition

Now, here is another exercise for you; please look at the slide. And I want you to again check with your dictionary and correct the spelling of the following words. Commonly miss spell words - campaign, biznis, comitment, comparision, definate, heirarchy, maintnance, repitition, alright.

Now, let us move on to discuss how to write a formal letter. Formal letter and writing a formal letter is an art by itself; although many people would disagree what so artistic, but sometimes, you find it more difficult to write formal letter especially in a situation where there are hierarchies, academic and social hierarchies. And it becomes rather difficult for person who is actually asking for something, requesting for something to write the letter to someone you know one senior in professional an academic setting. By senior I mean professionally at somewhat higher level.

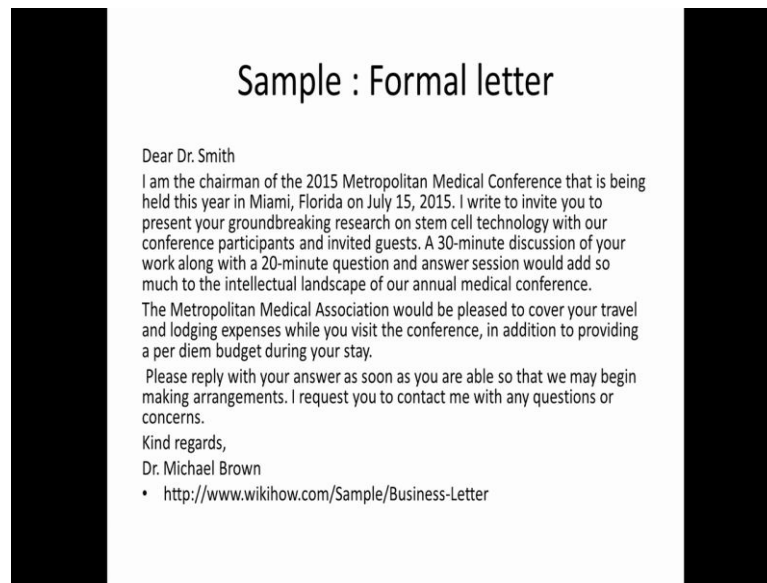
Now, it is important that you make notes. If you are beginner, it is important to make notes while writing a formal letter. Decide on the topic what you want to write on and then you write your ideas, look through the ideas and decide which ideas are more or less

important. Sometime you may have lot to say, but you have to shift through these ideas and decide on something, something that is very relevant. Essay writing should be conscious and precious and to the point, I am talking about formal letter and not personal letters. So you cannot be talking your family's situation, unless it is extremely important there. You need to group the ideas and decide on the best possible order.

And after doing this exercise, you should start composing each paragraph; write the body, the introduction, the body and conclusion, just the way you write a good essay, good letter is no different good essay as far as structure is concern; all though, the length differs. Use appropriate linking word to link the ideas together if it is a formal letter not personal, again avoid contraction. Writing suitable introduction and concluding it well is always extremely necessary, if you want to drive your point home effectively.

And of course, you need to have salutation like dear so and so, dear doctor, dear professor, dear sir, most of us still use or address people with whom we have formal relationship, the sir and madam; nothing wrong with it this. Just look at the comfort level of the person, you may address people by the names it is always advisable to use some kind of title if it is doctor; yes, if it is professor use professor, unless and until you have been told specifically not to use and just address the person by his or her or name which is quite rare in especially our situation. And of course rounding off the letter is yours faithfully, sincerely things like that we no longer use word such as yours obediently, but your sincerely, with regards, yes all these are acceptable in formal situations.

(Refer Slide Time: 20:17)



Sample : Formal letter

Dear Dr. Smith

I am the chairman of the 2015 Metropolitan Medical Conference that is being held this year in Miami, Florida on July 15, 2015. I write to invite you to present your groundbreaking research on stem cell technology with our conference participants and invited guests. A 30-minute discussion of your work along with a 20-minute question and answer session would add so much to the intellectual landscape of our annual medical conference.

The Metropolitan Medical Association would be pleased to cover your travel and lodging expenses while you visit the conference, in addition to providing a per diem budget during your stay.

Please reply with your answer as soon as you are able so that we may begin making arrangements. I request you to contact me with any questions or concerns.

Kind regards,
Dr. Michael Brown

- <http://www.wikihow.com/Sample/Business-Letter>

Here is an example of a sample formal letter, please look at the slide. Look at the way it has been constructed. Dear Dr. Smith that is your salutation. I am the chairman of the 2015 Metropolitan Medical Conference that is being held this year in Miami, Florida on July 15, 2015. So, consider the way the writer has introduced himself the implication is there that the writer and the receiver they do not know each other personally. Therefore this person Michael Brown is first introducing himself. I **right** **write** now come to the point, why are you writing. I write to invite you to present your groundbreaking research on stem cell technology with our conference participant and invited guests. A 30-minute discussion of your work along with a 20-minute question and answer session would add so much to the intellectual landscape of our annual medical conference.

The Metropolitan Medical Association would be pleased to cover your travel and lodging expenses, so look at the change of topic in second paragraph. So, in the first paragraph you want to introduce yourself and give reason for invitation; give me the point why you are writing the letter, I am writing **you just** **this to** invite you, and why do I want to invite you, because you have done some groundbreaking research in this particular area. In the second paragraph, what we can do for you, you are inviting someone all that is very well, but why should the receiver of the letter be so interested in coming and what are the incentives for him there. So you are giving him that would be pleased to cover travel and lodging expenses while you visit the conference, in addition to providing a per diem budget during your stay.

And conclusion, please reply with your answer as soon as you are able so that we may begin making arrangements. I request to contact me with any question or concern. Kind regards, Dr. Michael brown. So, this is you are rounding off, you do write ing your name in formal letter.

So, let us repeat what we have done we have introduce ourselves. We clearly stated the purpose and the reason why the receiver of letter is needed there, why is he wanted there. In second paragraph, the incentives and then you the conclusion all this is very precis to the point, there is no beating around the bush; everything is relevant. There is a transition between paragraph and each paragraph has clear central idea that is main topic. And of course, the tone in formal letter is extremely important to observe, consistent tone and here the tone is formal, appropriately formal and polite.

(Refer Slide Time: 23:43)

Exercise: What's wrong with this letter?

Dear Sir

How do you do? I understand from my colleague, Professor William Jones, who visited your West End plant last month, that you sometimes allow groups of students to tour the factory and see for themselves how Japanese production techniques operate in a European environment. Professor Jones himself was most impressed by his own visit, and recommended that I write to you. You know that Professor Jones is an expert in the area of car manufacturing and has projects worth million of dollars in this area.

Would it be possible for a group of 20 Business Studies students aged between 18 and 22 - from Smithsonian Polytechnic to visit you before the end of this term, which is on the 21 December? I realise that you must receive many requests for such visits, and that the time available may already be booked up. If it is not, and you are able to see us, I should be most grateful if you could suggest a date and let me know of any normal conditions you lay down for visits of this kind.

Cheers and have a good day.

Yours faithfully

Adapted from: <http://library.bcu.ac.uk/learner/writingguides/1.06.htm>

Let us look at this slide now. And the question is what is wrong with this letter. Look at the letter. Dear Sir, How do you do? I understand from my colleague, Professor William Jones, who visited your West End plant last month, that you sometimes allow group of a student to tour the factory and see for themselves, how Japanese production techniques operate in a European environment. Please pay attention to a European environment we do not say an European environment, because the a, e, i, o, u scheme works here - vowels and the sound is still 'u' and not 'e'. So, therefore if it some an elephant, elephant then it is an elephant otherwise if the sound pronunciation 'u' then it is to be. So, in a

European environment, so the sound is let me write it for you to make it clear sound is 'u'; therefore an, so it is not. Even if you say university, you this important 'u'; so, therefore these words such sounds take an 'a' as an article so, a European environment.

Professor John himself most impressed by his own visit, and recommended that I write to you. You know that Professor Jones is an expert in the area of car manufacturing and has project worth millions of dollars in this area. Would it be possible for a group of 20 Business Studies students aged between this and that from Smithsonian Polytechnic to visit you before the end of this term, which is on the 21 December? I realize that you must receive many requests for such visits, and that the time available may already be booked up. If it is not, and you are able to see us, I should be most grateful if you could suggest a date and let me know of any normal conditions you lay down for visit of this kind. Cheers and have a good day. Yours faithfully.

Now, to begin with the tone how do you do in formal letter where the writers are not really known to each other. You see this person is going to introduce himself and instead of introducing himself properly, he just comes to how do you do which is in formal and it is kind of greeting that should be use when we know someone well. There have been some, we have able to establish some contact between them, with the other person, with the receiver. Here there is no such indication and he goes, how do you do which is not really needed, he should have also introduce himself.

He is the colleague of Professor William Jones, yes, but what does he do there of course he explains that the intention is to visit to this particular plant and to study it and Prof. Jones was impressed and as recommend that this person should also do same. But then the inclusion of this detail you know that Prof. Jones is an expert in the area of this and has project worth millions of dollars, so why do we need this kind of information, so this becomes irrelevant, superficial information. We need not include it at all.

We move on to the next paragraph and also look at the paragraphing. Please look at the slide the paragraphing here, perhaps it would have been better if he had try to fix the date in separate paragraph, and then take in the conclusion to the third paragraph, but that then he has not done that. Again look at the tone cheers and have a good day; this not the way we address people, especially in such formal situation. On one hand, he is giving so much of detail about his permissions to visit the plant and then the factory and he is

concerns the perhaps this people are so much in demand so they may be having some kind of a prior commitment, but in spite of saying the right thing so many times very occasionally he say the right thing, but the tone becomes the problem, paragraphing becomes problem.

There is an irrelevant material, inclusion of some material, which is not really required. So, therefore this letter has immense scope for improvement, all though by and large it serves the purpose.

(Refer Slide Time: 29:30)

Complete the following

Dear Prof Raghavan

As a junior at ITS University, I start my physical therapy course next semester. I would love the opportunity to schedule an informational interview with you to learn more about

.....

I was fascinated with the approach to physical therapy that you describe in your blog postings on PhysicalTherapyBlog.com, and I felt you would be one of the most enlightening people in the field that I could possibly interview.

I know that you must be quite busy, so I assure you I will be brief – taking up no more than 30 minutes of your time.

I will contact your office next week to inquire about

.....

Looking forward to your response.

Sincerely

Adapted from: <http://www.quintcareers.com/informational-interview-letter/>

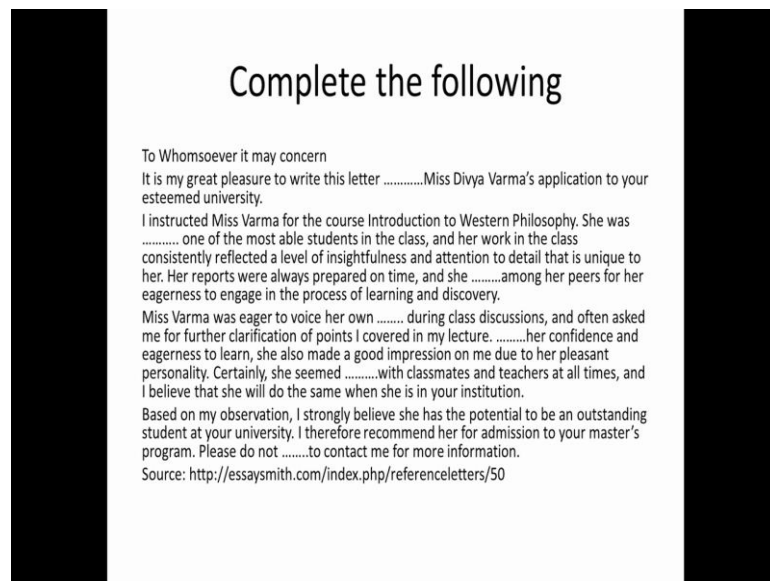
Now, look at this line and **I would like you to complete the following** I want you to complete some sentences here. Dear Prof. Raghavan, As a junior at ITS University, I start my physical therapy course next semester. I would love the opportunity to schedule an informational interview with you to learn more about and I will like you to complete this.

I was fascinated with the approach to physical therapy that you describe in your blog posting on so and so, and I felt you would be one of the most enlightening people in the field that I could possible interview. I know that you must be quite busy, so I assure you I will be brief taking up no more than 30 minutes of your time. I will contact your next

week to inquire about. And I want to do write the concluding sentences looking forward to your response, sincerely.

The tone as would you find is appropriate, the intention of the letter is very clear and concise, there are some sentences missing deliberately, and I would you like you to complete.

(Refer Slide Time: 30:51)



Complete the following

To Whomsoever it may concern
It is my great pleasure to write this letterMiss Divya Varma's application to your esteemed university.

I instructed Miss Varma for the course Introduction to Western Philosophy. She was one of the most able students in the class, and her work in the class consistently reflected a level of insightfulness and attention to detail that is unique to her. Her reports were always prepared on time, and sheamong her peers for her eagerness to engage in the process of learning and discovery.

Miss Varma was eager to voice her own during class discussions, and often asked me for further clarification of points I covered in my lecture.her confidence and eagerness to learn, she also made a good impression on me due to her pleasant personality. Certainly, she seemedwith classmates and teachers at all times, and I believe that she will do the same when she is in your institution.

Based on my observation, I strongly believe she has the potential to be an outstanding student at your university. I therefore recommend her for admission to your master's program. Please do notto contact me for more information.

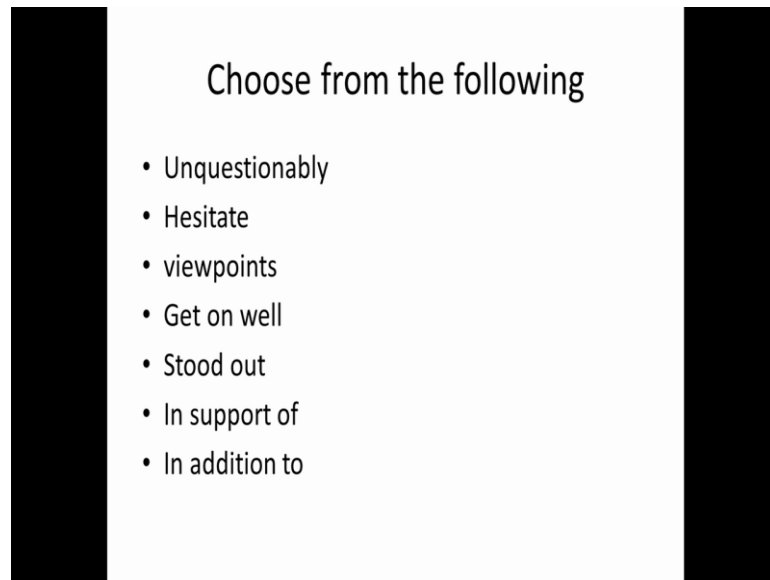
Source: <http://essaysmith.com/index.php/referenceletters/50>

Now, let us practice some vocabulary here. Look at the slide and I would like you the complete following. This is a letter of recommendation. To Whomsoever it may concern. It is my great pleasure to write this letter dash Miss Divya Varma's application to your esteemed university. I instructed Miss Varma for the course Introduction to Western Philosophy. She was dash one of the most able student in the class, and her work in the class consistently reflected a level of insightfulness and attention to detail that is unique to her. Her reports were always prepared on time, and she dash among her peers for her eagerness to engage in the process of learning and discovery.

Next paragraph, please look at the paragraphing here. Miss Varma was eager to voice her own dash during class discussion, and often asked me for further clarification of points I covered in my lecture. Dash her confidence and eagerness to learn, she also made a good impression on me due to her pleasant personality. Certainly, she seemed dash with classmates and teachers at all times, and I believe that she will do that same when she is in your institution.

Based on my observation, I strongly believe she has the potential to be an outstanding student at your university. I therefore, recommend her for admission to your master's program. Please do not dash to contact me for more information.

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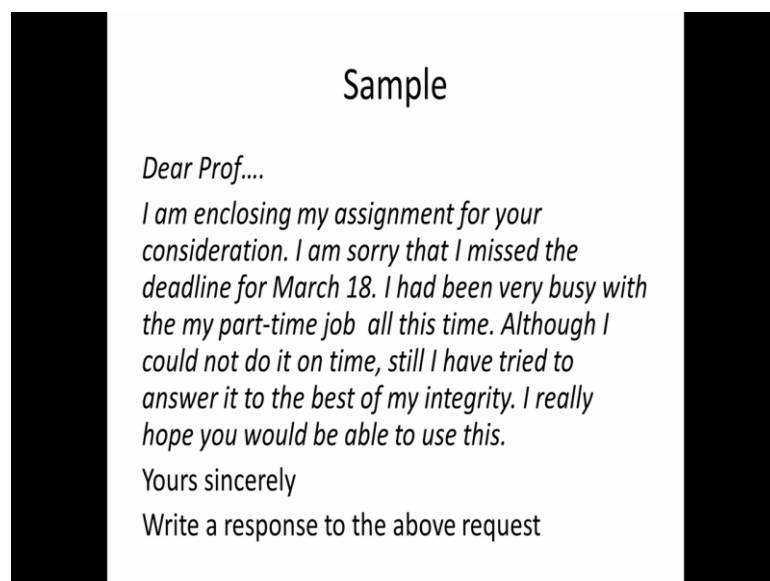


Choose from the following

- Unquestionably
- Hesitate
- viewpoints
- Get on well
- Stood out
- In support of
- In addition to

Here is the list of verb. Choose these word were all in jumbled in order to fill in the blanks; unquestionably, hesitate, viewpoints, get on well, stood out, in support of, in addition to. Please work in pairs, and discuss your answer within your pairs.

(Refer Slide Time: 32:55)



Sample

Dear Prof....

I am enclosing my assignment for your consideration. I am sorry that I missed the deadline for March 18. I had been very busy with the my part-time job all this time. Although I could not do it on time, still I have tried to answer it to the best of my integrity. I really hope you would be able to use this.

Yours sincerely

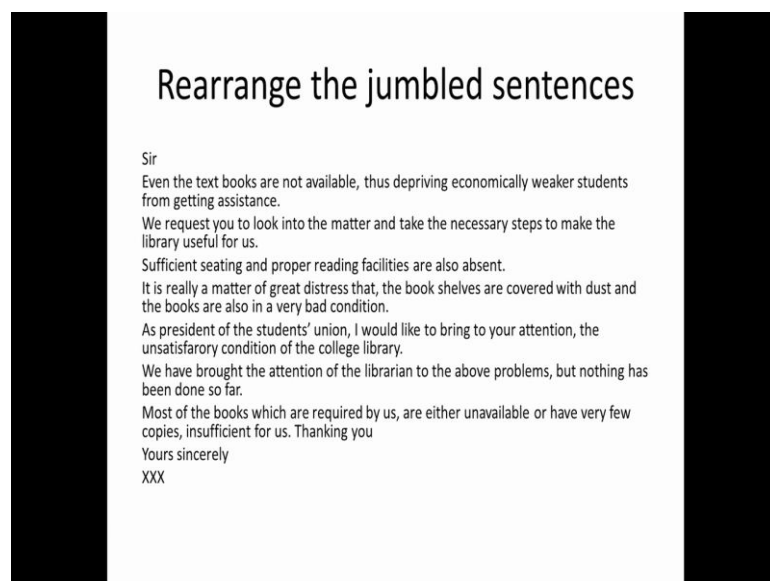
Write a response to the above request

Here is another sample exercise for you, please look at the text here. Dear professor; and you can write your professor's name here. This is a letter by student is apologizing for something. I am enclosing my assignment for your consideration. I am sorry that I missed the deadline for March 18; that means; that it is over March 18 it is past; March 18. I had been very busy with; I am sorry about that the, it should be deleted. I had been very busy with my part-time job all this time. Although I could not do it on time, still I have tried to answer it to the best of my integrity. I really hope you would be able to use this.

Is anything wrong with this letter? Your exercise is; write a response to the above request. You can imagine yourself in choose of in place of the professor and write a response to this.

The last sentence, I really hope you would be able to use this; perhaps, it could be **in** structure better, perhaps you would be or you would consider going through this. You see, there are some professor who lay down such rules that if you submit assignment, past deadline, they would not evaluate it; perhaps that should have come in **the a** better way. So, words here and there, you know they make all the difference in the world, please pay attention to these.

(Refer Slide Time: 34:40)



Rearrange the jumbled sentences

Sir
Even the text books are not available, thus depriving economically weaker students from getting assistance.
We request you to look into the matter and take the necessary steps to make the library useful for us.
Sufficient seating and proper reading facilities are also absent.
It is really a matter of great distress that, the book shelves are covered with dust and the books are also in a very bad condition.
As president of the students' union, I would like to bring to your attention, the unsatisfactory condition of the college library.
We have brought the attention of the librarian to the above problems, but nothing has been done so far.
Most of the books which are required by us, are either unavailable or have very few copies, insufficient for us. Thanking you
Yours sincerely
XXX

Let us look at this slide. Here is an exercise for you; I would like you to rearrange the jumbled sentences.

Sir, Even the test books are not available, now this is very clearly a letter of complaint, thus depriving economically weaker students from getting assistance. We request you to look into the matter and take the necessary steps to make the library useful for us. Sufficient seating and a proper reading facilities are also absent. It is really a matter of great distress that, the book shelves are covered with dust and the books are also in a very bad condition. As president of student's union, I would like to bring to your attention, the unsatisfactory condition of the college library. We have brought the attention of the librarian to the above problems, but nothing has been done so far. Most of the books which are required by us, are either unavailable or have very few copies, insufficient for us. Thanking you. Yours sincerely.

Now, this could be a very well written letter. A student and who is this student, he is the president of the student's union, and he is writing this letter to perhaps to his principal - the college principal. Library is not in good working order. So, you have to now rearrange the sentences, use correct form of paragraphing. Do this exercise, discuss the answer among yourself.

(Refer Slide Time: 36:29)

Full text: check your answers

- <http://www.publishyourarticles.net/knowledge-hub/letter/sample-complaint-letter-to-principal-college-library/3342/>

The full text of this particular letter is given at this link; check your answer with that. But before doing that, please try to please attempt to rewrite the letter in your own words. So, please make some efforts there.

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Exercise

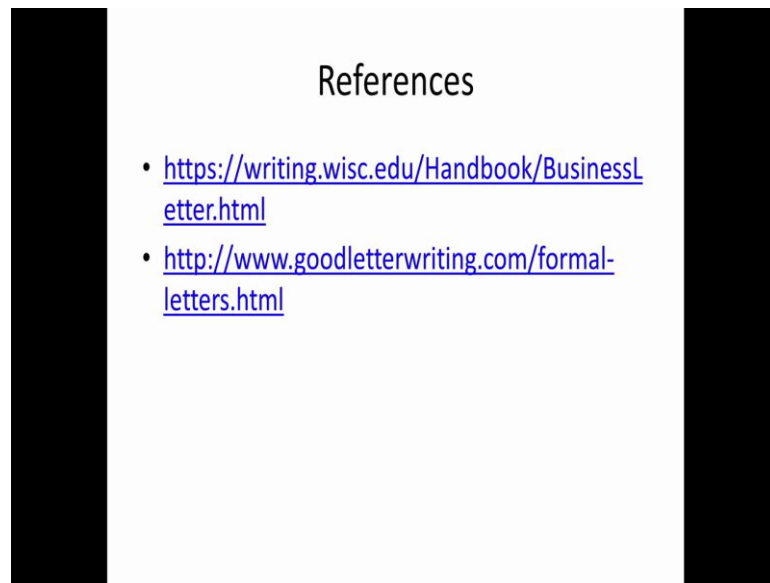
- A letter of complaint to the municipal chairman of your local area complaining about noise in public places
- A letter of application for a scholarship to do further studies in a foreign country;
- A letter to your instructor requesting a meeting for clarification of doubts in your field of study.

Now, here is the list of exercise for you. This is your homework. Do it yourself and discuss it among yourself. I would like you to write these three letters, just to help you practice.

A letter of complaint to the municipal chairman of your local area complaining about noise in public places. A letter of application for a scholarship to do further studies in a foreign country. A letter to your instructor requesting a meeting for clarification of doubts in your field of study.

So, write these three letters and practice.

(Refer Slide Time: 37:32)



Here is the useful slide for you, look at it; References, for writing letters.

Thank you very much.

Tags

Reading English, English for Engineers, English words, English Exercise, Exercises in English, Grammar usage, English Grammar, vocabulary, words and phrases, spoken communication, written communication, English writing, English speaking, scientific English, report writing, CV, formal letter, Speech-Preposition, Noun Phrases, Countable and uncountable nouns, singular, plural, Modals and Voice, Tenses, Effective Speaking

Essay writing, word categories, word formation, formal tone, paragraph writing, tone in writing, speaking tone, signal words, Letter writing, understanding essays, Mechanics of Essays, publishable essays, nouns, pronouns, verbs, adverbs, adjectives, propositions, determiners, linking words, 'be' form, linking words, reading, listening, sentence, Subject, Verb, Object, Articles, comparatives, passive voice, Dictionary skills, Presentation, Punctuation, collocation