

SECTION- A 'The Dynamics Of Writing'

Chapter 1: An Overview Of Writing

1.1 The Bare Bones Of Writing

1.2 Writing

- Purpose
- Genres
- Forms
- Interweaving Of Genres And Forms

1.3 Vocabulary And Usage In Writing

1.4 Structure

- How To Organise Your Writing
- What Is Paragraphing?
- Features Of Organized Writing
- Vocabulary For Structuring.

1.5 How To Create Ideas In Writing

SECTION- B 'Genres Of Writing'

Chapter 2: Reporting Genre

2.1 What Is Reporting Genre?

- Definition Of A Report
- Features
- Structure Of A Report
- How To Prepare For Writing A Report

2.2 Types Of Writing In Report Genre

- Newspaper Reports
- Pamphlets And Brochures
- Event Reports
- Invitations
- Posters
- Notices
- Diary Entry

Chapter 3: Descriptive Genre

3.1 About Descriptive Genre

- Definition
- Features
- Building Descriptive Genre

3.2 Describing Characters

- Physical Features
- Clothes
- Mannerisms
- Attitudes
- Traits

3.3 How To Describe Settings

- Elements Of Settings
- Setting And Diction

3.4 Tools For Sensory Descriptions

- Vocabulary To Describe Colour
- Vocabulary To Describe Sound
- Vocabulary To Describe Smell
- Vocabulary To Describe Taste
- Vocabulary To Describe Food
- Vocabulary To Describe Shape
- Vocabulary To Describe Appearance

3.5 How To Describe Events?

- Vocabulary To Describe Actions

Chapter 4: Narrative Genre

4.1 What Is Narrative Genre?

- Types Of Narrative Writing
- Structures Of The Narrative
- Features Of Narrative Genre
- Vocabulary For Adventure Story

4.2 How To Write A Short Story

- Definition And Features
- How To Make Characters Come Alive
- How To Study Relationships In A Story

Chapter 5: Imaginative Genre

5.1 What Is Imaginative Genre?

- Definition And Features
- Structure Of Imaginative Writing

5.2 How To Write A Ghost Story

- Features Of A Ghost Story
- Examples
- Vocabulary For Ghost Stories

5.3 How To Write A Fantasy

- Features Of A Fantasy Story
- Examples Of A Fantasy Writing
- Vocabulary Of Fantasy Writing

Chapter 6: Forms Of Writing

6.1 What Is Letter Writing?

- Informal Letter
- Formal Letter
- Uses Of Formal Letters
- Format And Structure Of Formal Letters
- Content, Audience, Purpose And Tone In Formal Letters
- Language Requirements Of Formal Letters
- Standard Sentence Structures In Formal Letters

6.2 Types Of Formal Letters

- Letter Of Application
- Sample Of Covering Letter For A Job Application
- Letter Of Complaint
- Letter To Editor

- Application For Leave

6.3 Reviews

- What Is A Review?
- What Is A Book Review?
- Features Of A Good Review
- Example Of A Book Review

Chapter 8: Persuasive Genre

7.1 What Is The Persuasive Genre?

- Definition Of The Persuasive Genre
- Features Of The Persuasive Genre

7.2 What Is An Advertisements

- Features Of An Advertisements
- The Psychology Of Advertising
- Vocabulary Of Persuasion

Chapter 9: Procedural Genre

8.1 What Is The Procedural Genre?

- Features Of The Procedural Genre
- Structure Of The Procedural Genre
- Examples Of The Procedural Genre

SECTION: C 'WORD FORMATION'

Chapter 10: Word Formation

9.1 Ways Of Word Formation

- Prefixes And Suffixes
- Compound Words
- Word Webs
- Words That Confuse

9.2 Idioms

9.3 Phrasal Verbs

9.4 Powerful Vocabulary With Parts Of Speech

- Adverbs Add Power
- Powerful Nouns
- Advanced Adjectives