

Introduction of comprehension

Comprehension involves responding to interpreting, analyzing and evaluating texts. Comprehension is powerful because the ability to construct meaning comes from the mind of the reader. It enhances the language and vocabulary knowledge. Good learners use a variety of its strategies simultaneously.

Strategies for reading comprehension

- Make connections
- Ask questions
- Visualizing
- Determine text importance
- Make inferences

SUMMARY AND PARAPHRASING

What is summary?

A summary is an overview of a text. The main idea is given in condensed form excluding details, examples and formalities. The purpose is to give clear and accurate information in brief manner.

Characteristics of summary:

- proper citation
- thesis statement
- supporting ideas
- grammar and the mechanics of writing
- length
- understandable
- faithful reproduction.

What is paraphrasing?

The word 'paraphrase' is of Greek origin which means literally equivalent sentence. It may be defined as an "expression or restatement of the meaning of a given passage or text in other words."

It is a process of rewording a text passage or a text in different words without changing or distorting its original meaning.

Methods of Paraphrasing

- change poetic order into prose order
- change ornate style into simple lang.
- change archaic words into modern equivalent
- change metaphors into simple lang.
- omit the repetition of thought.
- change rhetorical questions into affirmative sentences

• TRANSLATION

The goal of translation is to establish a relation of equivalence of intent b/w the source and the target texts while taking ~~text~~ into account a number of constraints.

Translation is an activity comprising the re-interpretation of the meaning of a text in one language

These constraints include context, the rules of grammar, form of both languages their writing conventions, their idioms etc.

Types of translation:

① Translation of English into mother tongue:

- the pupils must be trained to make a direct connection b/w the ⁱⁿ words ~~and~~ the mind and the English word for it.

- the pupil must be thoroughly trained in English sentences, patterns and phrases

② Translation of mother tongue into English:

- practice of expressing their ideas accurately.

- The learner should avoid the tendency of literal translation.

Importance of translation:

- National and international integration.
- extends scope of language.
- strengthens democracy.
- helps to find colonial prejudices.
- Promotes growth of indigenous literature.

1. Translator

- ① Moment of happiness
- ② तब और मैं गिर होकर चूमने जाँचो.
- ③ खर खर की गिराओं से दूर
- ④ Mobiles and comp are important these days
- ⑤ You have to come whether you like it or not.

• WRITING SKILLS

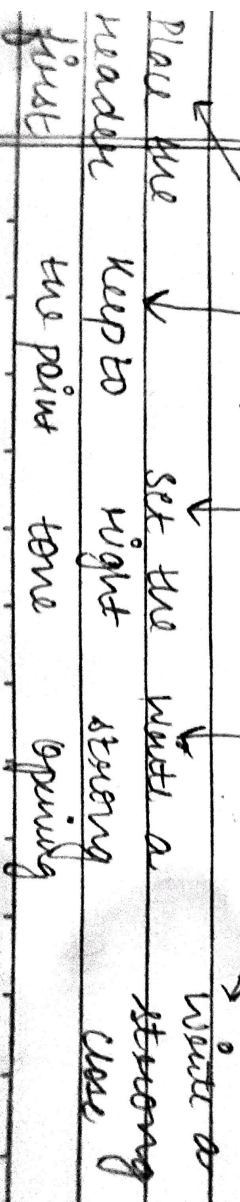
Effective written communication is essential for business proposals, customer documentation, status, reports and many others. An efficient business communication requires well chosen, properly organized and effectively documented words. Improving the writing skills can provide maximum benefits to the employees of managerial tasks.

Skills like research, planning and outlining, editing, revising, spelling and grammar, and organization are critical components of the writing process.

Purpose of Writing

↓
writing to inform
writing to persuade

Principles of Effective Writing



Importance of writing

- It increases credibility.
- It helps in securing job.
- It helps in achieving high positions.
- It is crucial for some professions.
- It promotes effective comm.

Commⁿ PROCESS

① Sender - the commⁿ process starts with the sender, the person/group who wants to transmit the message to another person/group. He/she is not interested in the words, date or symbols themselves but uses them for conveying meanings to others.

② Message - The physical form of the idea or information conveyed which can be understood through receiver's sensory receptors (hearing, seeing, smelling, feeling).