

ENG201 Grand Quiz/Midterm Preparation Fall 2020 Prepared By VU Learning

Lecture No.1-22:

- ✓ All Seven C's (L#7,8,9,10 Most Imp)
- ✓ Correctness
- ✓ Clarity & its types (Lec#7 Important)

What is Structural Clarity and why is it important?

Structural Clarity

At the level of the whole document, you can promote structural clarity, making it easy for the reader to get the large picture. Use abstracts and other forecasting strategies such as introductions that state the purpose and scope of the document.

How can you promote Structural Clarity?

Table of contents, problem statements, and even strategic repetition also promote structural clarity. Graphs and tables effectively designed and placed, help focus and clarify information. Descriptive titles and frequent subject headings guide readers and help keep the large picture in focus.

What is meant by Stylistic Clarity and why is it important?

Stylistic Clarity

Stylistic Clarity is promoted by simple, direct language. Simplicity in language is obtained with directly worded sentences. Using simple sentences and avoiding overloaded sentences and excessive normalization also contributes to clarity.

Word choice is a factor in stylistic clarity: use simple language wherever possible to counteract the abstract, highly specialized terms of science and technology.

What is meant by Contextual Clarity?

Contextual Clarity

Contextual Clarity, in which the importance, authorization, and implications of your work are made available, also contributes to ease of understanding. All work has a context, and your readers want to understand what the context of your document is:

- What prompts you to write?
- What is your purpose?
- Whose preceded work has influenced yours?
- What is the organizational and intellectual context of your problem?

You answer those questions in introductions and problem statements and in your citations and other references.

- ✓ Accuracy & its types (Lecture 7 Important)

What is Accuracy and why is it important?

1. Accuracy

Cultivate accuracy in your writing. **Accuracy**, which is the careful conforming to truth or fact, has three main aspects:

- Document Accuracy
- Stylistic Accuracy
- Technical Accuracy

What is Document Accuracy and why is it important?

Document Accuracy

Document Accuracy refers to the proper coverage of your topics in appropriate detail. Often an accurate document needs to focus clearly on a problem.

Document accuracy is generally cultivated by a clear problem statement and by a preliminary outline. These writing tools help you focus your writing effort by reducing your data in a way that solves a theoretical or practical problem.

What is Stylistic Accuracy and why is it important?

Stylistic Accuracy

Stylistic Accuracy concerns the careful use of language to express meaning. Accurate language requires the careful use of paragraph and sentence structure and word choice to describe and analyze your topics effectively. As a writer, you gain command of accuracy by studying the elements of style and by learning to apply those elements to your drafting, revising, editing, and proofreading. Stylistic accuracy is also a matter of using words precisely.

What is Technical Accuracy and why is it important?

Technical Accuracy

Technical Accuracy requires stylistic accuracy but is not based solely on it. The effective document in science and technology must be grounded in a technically accurate understanding and representation of the subject.

Technical accuracy depends on the writer's conceptual mastery of the subject and its vocabulary, as well as on his or her ability to analyze and shape data with a minimum of distortion. In science and technology, enormous creative energy is given to mastering this technical aspect

- ✓ Coherence
- ✓ Formal Writing
- ✓ Informal Writing

Formal Writing

Formal writing is often associated with scholarly writing.

Examples:

It includes doctoral dissertations, scholarly articles, top-level government agreements etc. The style is unconventional, usually impersonal, and contains long and involved sentences.

Informal Writing

This writing style is more common in business writing. An example is the communication via E-mail, memos etc.

More Formal	Less Formal
Participate	Join
Procure	Get
Utilize	Use
Interrogate	question
Endeavor	try

- ✓ Proposals
- ✓ Report
- ✓ Letters
- ✓ Types of Letters (L#16,17 Most Imp)
- ✓ Adjustment & Claim
- ✓ Direct/Indirect Request (L#18)
- ✓ Direct/Indirect Approach
- ✓ Free-Biased Language (Imp Topic)
- ✓ Good-News Message
- ✓ Bad-News Message
- ✓ Explicit/Implicit Message (Lec#5)

What does 'explicit purpose' of a document mean?

a. Explicit Purpose

Explicit purpose means the purpose which is clearly stated. As discussed earlier, most scientific documents have, as their principal (explicit) purpose, one or more of the following actions:

- to provide information
- to give instructions

What is the 'implicit purpose' for writing a document?

b. Implicit Purpose

Implicit purpose means the purpose which is not clearly stated in the document. Keep your implicit goals in mind when writing a document. In addition to explicit goals, writers almost always write with other unstated but still extremely important implicit goals. Common goals are:

- to establish relationships
- to create trust and establish credibility
- to document actions

- ✓ Memo & Letters Difference
- ✓ Direct/Indirect Plan (Lec#20)
- ✓ Complete Lecture 20 (Most Imp)

NOTE:

All these topics are very Important for Midterm/Grand Quiz So, MUST Prepare all these Topics and concern ENG201 Handouts for better Preparation & these all topics Solution...

(Video URL: https://youtu.be/SOAz6_avuAM)

*Remember me in your prayers
Thanks & Regards
VU Learning (MARIA PARVEEN)*