

English Series 7

Section: Writing

The writing section in the SLC examination follows the following format:

1. Guided writing (2× 6 = 12 Marks)

Question Types (Any two questions are asked in the SLC exam.)

- Interpreting charts, diagrams and pictures
- Broken dialogues
- News stories
- Rules and regulations
- Developing story from a skeleton
- Narrating sequence of events
- Arguments
- Paragraphs

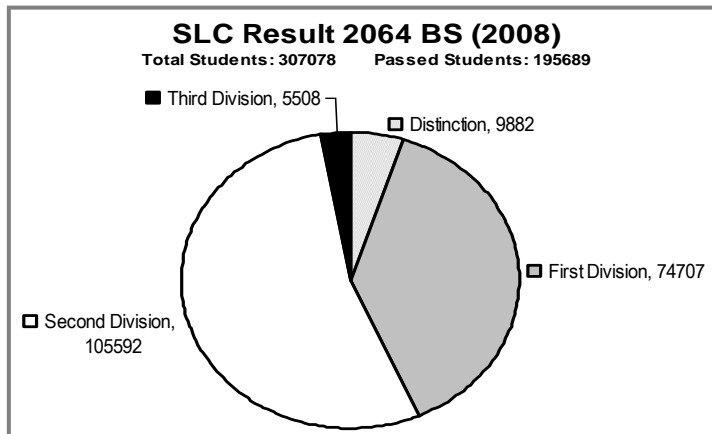
2. Free writing (1×12 = 12 Marks)

Question Types (Any one question is asked in the SLC exam.)

- Letters
- Essays
- Newspaper articles

1. Interpreting Charts and Pictures

a. Look at the following pie chart and read its description:



The pie chart shows the grades obtained by the passed students in the SLC examination in 2008. The number of the passed students this year is 195689, which is almost 64% of the total students appeared in the SLC examination.

Every year, the passed students in the SLC exam are categorized under four different grades. In 2008, more than half of the students (53.96%) passed in the second division and about 38% of them passed in the first division. Similarly, the number of the students who obtained the third division is 5508, that accounts for 2.81%. Likewise, the number of students passed in the first division with distinction is 9882.

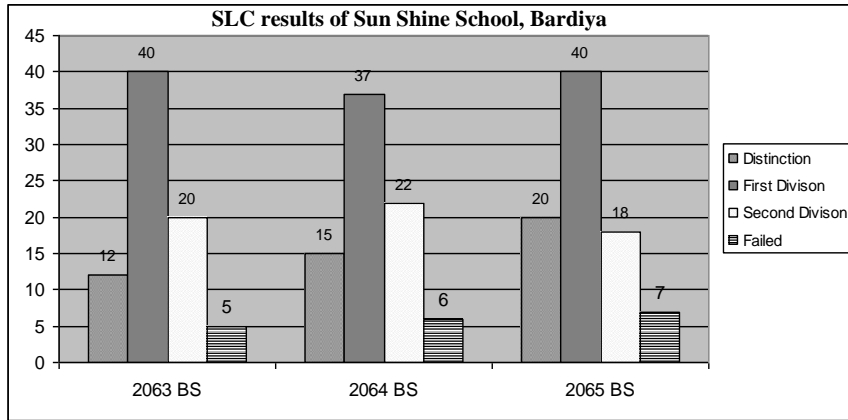
The first paragraph often says what type of chart it is and what it is about.

The second paragraph generally describes each section of the chart.

The last paragraph gives an overall view of what the chart is about with your opinions.

In general, we can say that the SLC result in 2064 is satisfactory.

b. Describe the following bar diagram that shows the SLC results of 2063, 2064 and 2065 BS of Sun Shine School, Bardiya.



This is a pie chart that shows the SLC results of Sun Shine School from 2063 BS to 2065. In these three years, the grades of the students are shown under the four categories – distinction, first division, second division and failed.

According to the bar chart, Sunshine School was successful to pass 20 students in the distinction position, 40 in the first division and 16 in the second division in the SLC exam of 2065 BS. 7 students failed in that year. In 2064 BS, 15, 37 and 22 students passed with distinction, first division and second division respectively whereas 6 failed. Similarly, in 2063 BS, 77 students had appeared. Out of which, 12 students got distinction position, 40 first division, 20 second division and five failed the exam.

As the chart suggests us, we can say that Sun Shine School should come up with some active plans to control the number of failure students as their number is increasing each year.

c. Describe the following pictures.

Here are the four pictures that describe a funny incident. They tell us about a teenage boy who was very fond of fishing and who got a different catch one day.

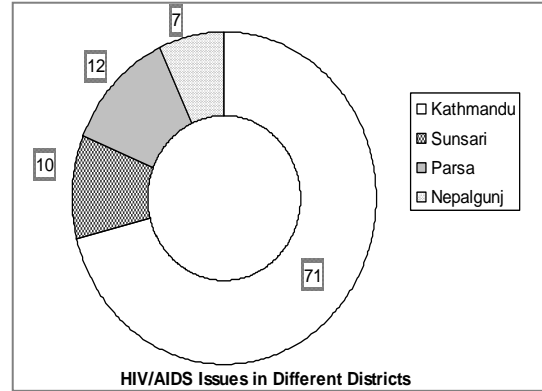
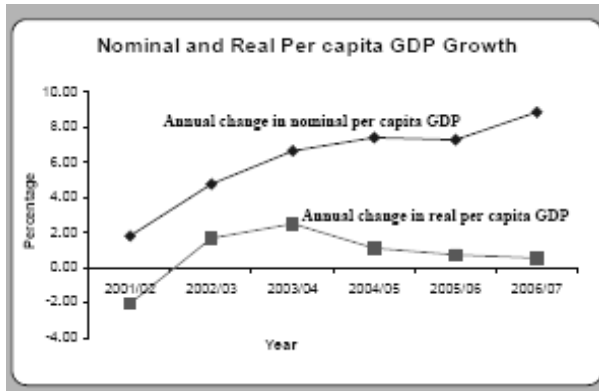
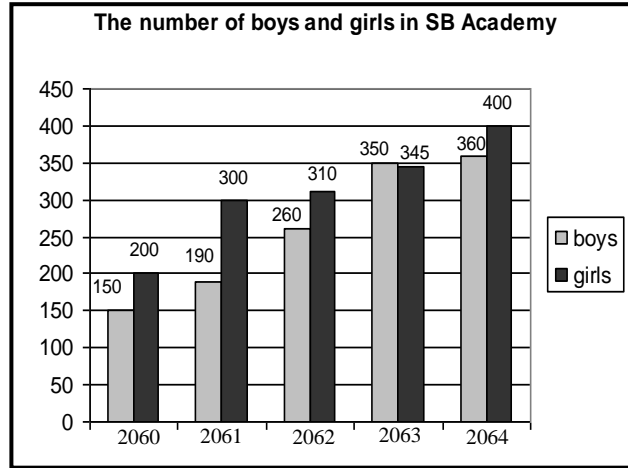
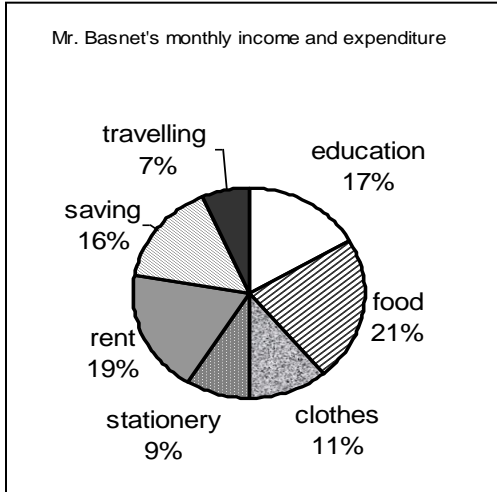
One day the boy took his fishhook and went to a river. He was wearing his shorts and a white shirt. He sat on the bank of the river. He was thinking of a big catch. He put the fishhook in the water and waited for a few minutes. After sometimes, he noticed nothing happening to his fishing rod. Then he



pulled the fishhook, he felt it was very heavy. He thought it was a big fish and he became very happy. He pulled it with his all efforts. He was surprised to see that it was not the fish but a boot which was full of mud. He felt very sad.

Practice Questions:

Describe the following charts and diagrams:



2. Completing broken dialogues

Broken dialogues in the SLC examination carry six marks. Generally an incomplete dialogue is given with six blank spaces. You have to complete the dialogue choosing correct sentences that are often given along the question. Do not add your own expressions or sentences.

a. Complete the dialogue choosing the correct options given in box underneath.

Ekbal : Excuse me,.....?
 Budhawa: Of course. How can I help you?
 Ekbal:where the Reading Room is ?
 Budhawa: It's three houses down the road on the left.
 Ekbal : Thank you.....?
 Budhawa:You'll have to fill up a form and put a photograph on it.
 Ekbal : Do I have to.....?
 Budhawa: Yes, only one hundred.

Ekbal :

| | |
|------------------------------|-------------------|
| deposit some money | can you help me |
| How can I get the membership | Thank you so much |
| It's very easy | Could you tell me |

b. Complete the following dialogue choosing sentences from the box:

A : Hello ! How're you?
B : and you ?
A : I'm also fine. What's going on nowadays?
B :
A : When does it start?
B : ? It starts from Chaitra 12.
A : What's your expectation?
B : But I'm afraid.
A : Don't worry. success isn't in distance.

| | |
|-------------------------|---|
| a. I'm fine. Thank you. | b. I'm preparing for the SLC examination. |
| c. Don't you know? | d. I see. |
| e. Distinction. | f. labour hard. |
| g. Don't be serious. | |

c. Complete the following dialogue choosing sentences from the box:

Muna: Well, here we are.....
Chhiring: Lovely! Very nice!
Muna: Ah, I hoped you would like the place,shall we?
Chhiring: Yeah.
Muna: Now then, let's see if
Chhiring: Well, we need a menu first,.....
Muna: Walter, could you please provide us a menu?
Chhiring: Yes of course!
Muna: Chhiring, look at the menu and

| | |
|---------------------------|--|
| Don't we? | Can I help you? |
| Here's the menu, sir. | Do you like the place? |
| Let's start having meal. | Choose some nice dishes. |
| We can get some services. | Let's go and seat in the corner there. |

d. Complete the dialogue choosing the correct options given in the box underneath.

Manamaya: Hi Gajendra!.....
Gajendra : Come on What's on your mind ?
Manamaya: Well,.....
Gajendra : Why did you decide so, Manamaya?
Manamaya:It's a management position.
Gajendra:You have my support.
Manamaya:, Gajendra.
Gajendra:
Manamaya: I'm going to miss this place too.

| |
|---|
| I got an offer from a very good company |
| Then we're going to miss you here. |

Thank you
 I've something to tell you.
 Congratulation!
 I've decided to leave this company.

e. Complete the following dialogue choosing sentences from the box:

Manager : Have you finished packing my things, Maicha?
 Maicha : Packing? No,.....
 Manager: You'd better hurry up.
 Maicha :
 Manager: I'll be late for the flight if you don't
 Maicha :
 Manager: At 2 p.m. It's eleven now..... I must reach there before an
 hour of flight time.
 Maicha : It's alright. I haven't much to pack.
 Manager: Hurry up!
 Maicha : Okay, sir.....

| | |
|----------------------------------|---|
| What time do you fly, sir? | It'll take me one hour to get to the airport. |
| Take this bag to put the things. | I haven't begun yet. |
| Don't worry. | Why, sir? |

f. Complete the following dialogue choosing sentences from the box:

Teacher : Why were you absent in my class yesterday?
 Student :
 Teacher : Why do you have to go to Shrinagar?
 Student :
 Teacher : Were your parents agreed for that?
 Student :
 Teacher : Call your monitor at once?
 Student :
 Teacher : Who asked you to send Ramesh to Shrinagar?
 Monitor :
 Teacher : No! Unless the guardian's and the school's advice you can't enjoy
 anywhere.
 Monitor :

- | | |
|----|---|
| a. | No they weren't. But our request made them do so. |
| b. | Okay, sir. |
| c. | I'm extremely sorry sir, We'll postpone it. |
| d. | Sir, I had to go to Shrinagar. |
| e. | To fix a picnic spot, sir. |
| f. | Our parents ordered us sir. |
| g. | Sir, I was out of the station. |
| h. | Our class decided it, sir. |

g. Complete the following dialogue choosing sentences from the box:

Passenger : Good afternoon.

Counter clerk : Good afternoon.....
 Passenger : What time does the bus for Pokhara leave?
 Counter clerk :
 Passenger : But it's already quarter past twelve.
 Counter clerk : I'm afraid it's getting late by 15 minutes.....
 Passenger : Yes, where's the driver?
 Counter clerk :
 Passenger : Then, please call him otherwise we'll be late.
 Counter clerk : Oh! Yes he's coming.....
 Passenger : Actually, how long does it take to reach Pokhara?
 Counter clerk :

- a. The scheduled time of its departure time is 12.00 p.m.
- b. About six hours.
- c. I think he has gone to have a lunch.
- d. What can I do for you, sir?
- e. You'd better get on your bus.
- f. I'll call the driver soon

h. Complete the following dialogue choosing sentences from the box:

Amar :
 Amit : I'm fine, thank you, and you Amar? What're you doing now?
 Amar: I'm fine too. I'm writing an essay.
 Amit : I'm busy doing an English homework.
 Amar: Oh! forgot. What's the homework?
 Amit : It's an essay on "The importance of English Language".
 Amar: Thank you Amit. I'll start it soon.
 We're going on Saturday.
 Amit : that's good idea, I'd love to enjoy the picnic with you.
 Amar: You 're always welcome....., Bye Amit. See you on Saturday.
 Amit : Bye Amar, See you.

- a. By the way Amit, would you like to go to a picnic with us.
- b. It's being late to do my homework.
- c. Hi Amit, How're you?
- d. Would you mind telling it to me?
- e. And you?
- f. Hey, You don't know.

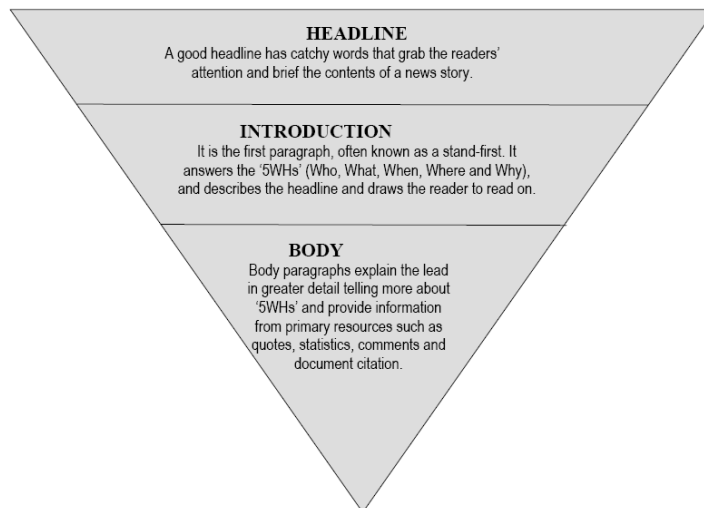
i. Complete the following dialogue choosing sentences from the box:

Anil : Welcome to my house!
 Bimal: Thanks.
 Anil : Do you like to have some coffee?
 Bimal: No, thanks.
 Anil : What about a glass of water?
 Bimal: Yes, please.
 Anil : Can I use your computer, please?
 Bimal: Sure.

- Anil :
- Bimal: It's in my room.
- Anil :
- Bimal : I haven't got internet connection.
- a. Please have a seat. b. I'm feeling hot.
- c. I lost my book. d. I'm thirsty.
- e. Where is it? f. Can I write an email?
- g. Do you eat it? h. I'm afraid you can't.

3. News story writing

Newspaper stories use a different form called The Inverted Pyramid. This means that the most important news comes first in the story, i.e. in the INTRODUCTION. News items are arranged in descending order of newsworthiness, so that the main detail comes first and the minor detail last. The latter part of the story contains details which are helpful, but not essential.



The Inverted Pyramid

a. Read the following piece of writing to get some ideas for writing news-stories:

| | |
|------------------------|---|
| Headline: | —————→ Children Escaped Serious Injury |
| Source: | —————→ <i>By Reema Singh</i> |
| Place and date: | —————→ <i>New Delhi, June 20:</i> |
| Introduction: | —————→ More than 30 children escaped serious injury when a school bus crashed in Delhi today, reported by the local traffic police inspector. |
| Explanation: | —————→ The 36-seater bus, which was carrying children to Delhi Public School, ran off Potala Road. It narrowly missed an electricity pole and came to rest with most of its windows smashed in a garden. |
| Additional: | —————→ The ill-fated bus was carrying the students of secondary school. They were returning home after school. Some of them were looking at their homework and some of them were eating their left tiffin. Eye-witnesses said the children were helped from the bus screaming and shouting and in a state of panic. Although none of the children was seriously |

hurt, some of them were grazed jumping out of the bus and some of them had small cuts in their body. A pedestrian said, "There should be a good traffic rule for school buses in town."

Now read these sample news-stories:

- a. A bus -Narayangarh – Kathmandu – accident – brake fail – near Devghat – three die – 12 injured – 5 serious – taken to Kathmandu –police – studying the case.

Three Die in Bus Accident

Bharatpur, August 25 (KP):

A bus going to Kathmandu from Narayangarh met an accident at Ramnagar near Devghat pushing the death toll to 3, the official reported here today.

The ill-fated bus registered as Ba A Kha 4512 left for Kathmandu at 4 pm carrying sixteen passengers. After a few hours' drive, the brake failed at Devghat, and the bus met a fatal accident. The bus hit a big pole and somersaulted with a huge crash. Three passengers died on the spot while 12 have been injured. They have been admitted to the hospital. According to the reporter, 5 people who were seriously injured have been sent to Kathmandu for treatment.

Arjun Singh, one of the passengers said, "The accident occurred because the driver was drunk." The driver and the Khalasi have been kept in police custody for legal investigation. Police are studying the case.

- b. A plane-flying to Dadeldhura from Bajhang – collided the pine trees at Churia Hills – 25 including 3 crew members died – most of the passengers – civil servants and students – condolence given to the families of the deceased passengers by the ministry of civil aviation.

Twin Otter Crashes at Dadeldhura

(All 25 died)

Dadeldhura, February 23 (RSS):

A twin otter plane of Yeti Transport Pvt. Ltd. crashed while flying to Dadeldhura, killing all the passengers and crews on board, the airport agency reported here today.

The ill-fated plane flew from Bajhang with 25 passengers sharp at 4 pm. After a few minutes' flight, it collided with a large pine tree at Churia Hills and crashed killing all the 25 on board including the 3 crew members. All the dead bodies have been found and handed over to the suffered family.

Most of the passengers on board were said to be civil servants and college students. The students were coming to take part in the football tournament. Condolences were extended to the family of the deceased by the ministry of civil aviation. The reason of the crash is yet to be found out.

Practice Questions:

Now write news stories for the following headlines:

a. Three die in Detroit marathon

October 18, 2009 – three runners died– police told CNN – deaths occurred between 9 and 9:20 a.m. – a man in his 60s fell and hit his head – the cause of the fall unknown – the man was transported to Detroit Receiving Hospital – pronounced dead –two other men (ages 36 and 26) – collapsed during the race – were dead at the hospital.

b. Student lost in jungle rescued

Mr. Dinesh B. K.-lost in the jungle – a student of Bageswori School – rescued by a cowboy – on way to his school through the jungle – parents heartily thanked him.

c. Flights to eastern hilly region cancelled

Flights to eastern hilly region – cancelled – bad weather condition – passengers, stranded at Biratnagar Airport – flights to Suvetar, Bhojpur, Lamidada, Okhaldunga – also cancelled – dense fog in these districts – regional office of NAC reported – Rumjatar airport most affected by fog – chief of NAC said.

d. Japan gives aid for increasing food production

The Government of Japan – a grand assistance of Rs. 324 million to Nepal – Japanese ambassador Zenji Kaminaga and Bhanu Prasad Acharya, Secretary at the Ministry of Finance – signed and exchanged notes – behalf of their respective governments – to increase food production –utilized for the development of agriculture, forestry, fisheries – efforts would help in the socio-economic development of Nepal.

4. Writing Rules and Regulations

We generally use the following words and phrases for writing rules and regulations of any private institutions and public places.

- Auxiliaries like ‘must/must not’ for strong obligation/duty
- Auxiliaries like ‘have to/do not have to’ for poor obligation
- Auxiliaries like ‘should/should not’ for suggestion/ reminding rules
- Auxiliaries like ‘will/will not’ for permission/future time table
- Auxiliaries like ‘and may/may not’ for permission)
- Verbs of permission and obligation like ‘permitted, allowed, prohibited, etc’
- Verbs of advice/suggestion like ‘advised, required, expected, etc’ and phrases like
- Phrases like ‘responsible for, supposed to, intended to, requested to, etc’

Write a set of regulations for a ‘Park’:

- a. The park remains open from 2 pm to 6 pm everyday.
- b. The park shall be closed between sunset and sunrise.
- c. Pets are not allowed in the park.
- d. Smoking is not allowed in no-smoking areas.
- e. You are not allowed to throw or leave paper, fruit skins or other rubbish anywhere except in the designated places.
- f. Plucking flowers is strictly prohibited in the park.
- g. You are allowed to play games only in the fenced areas. Only members can play games in the park.
- h. All plants and other natural features in the park are protected. It is unlawful to remove, alter or destroy them.
- i. Violation of any of the provisions of this park is guilty of a misdemeanour, and on conviction shall be punished by a fine.