

English Writing Skills Brief Questions

Generated: Feb 04, 2026

What is the five-step writing process? Or, write down the names of stages of the writing process. ★★★ Ans. The five steps of the writing process are Prewriting, Drafting, Revision, Editing, and Publishing.

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Ans. The five steps of the writing process are Prewriting, Drafting, Revision, Editing, and Publishing.

What is proofreading?

Ans. Proofreading is the process of reading and correcting errors and mistakes in grammar, style, and spelling.

What is editing?

Ans. Editing is the process of correcting and adapting a text.

What is plagiarism? ★★★

Ans. Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one's own.

What do you mean by drafting?

Ans. Drafting is a writing stage during which a writer organizes information and ideas into sentences and paragraphs.

What is skimming?

Ans. Skimming is the process of reading to get only the main ideas and a general overview of a piece of writing.

What is brainstorming?

Ans. Brainstorming is a process for generating new ideas for writing a text.

What is a bibliography? ★★★

Ans. The bibliography is a list of resources (books, websites, journals, papers, people, etc.) that a writer consulted while writing.

What is a 'context modulator'?"

Ans. Context modulators are sentences that smoothly transition between two sets of ideas.

What is a Terminator in a writing composition?

Ans. Terminators are sentences that conclude the ideas in the paragraph and bring it to a close.

What is a contrast paragraph?

Ans. A contrast paragraph shows dissimilarities or differences between two persons, places, things, ideas, or situations.

Essay: An essay is a short piece of writing on a topic. It explains ideas in a clear and organized way.

Paragraph: A paragraph is a small group of sentences about one main idea.

Letter: A letter is a written message sent to a person or an office for personal or official purposes.

Email: An email is a digital message sent through the internet to share information quickly.

Report: A report is a clear and factual description of an event, work, or activity.

Poster: A poster is a short and attractive written message used to inform or warn people.

Notice: A notice is an official announcement that gives important information to many people.

Minutes: Minutes are written records of what was discussed and decided in a meeting.

Memo: A memo is a short message used inside an office to give instructions or information.

Press Release: A press release is a written statement given to newspapers or media to share news.

Book Review: A book review is a written opinion that explains what a book is about and how good it is.

Presentation / Multimedia Presentation / PowerPoint Presentation: A presentation is a way of showing information to an audience using speech, slides, pictures, or videos.

What is a descriptive paragraph?

Ans. A descriptive paragraph is a paragraph that colorfully describes a person, place, or thing.

What is an argumentative paragraph?

Ans. The argumentative paragraph is one in which the writer presents "reasons for or against something."

What is an expository paragraph?

Ans. An expository paragraph is a paragraph that "exposes" information through facts and details.

Why are "discourse markers" needed in writing?

Ans. Discourse markers are needed to maintain coherence.

What does the phrase "jotting down ideas" mean?

Ans. 'Jotting down ideas' means writing ideas on a piece of paper so that we can remember them.

What is the function of a "context modulator"?

Ans. The function of a context modulator is to provide a transition between two sets of ideas and to link them.

What linkers are used in contrast paragraphs? ★★★

Ans. But, however, nevertheless, unlike, on the other hand, yet, on the contrary, instead, etc.

What is the thesis sentence?

Ans. The main idea of an essay is expressed in the introductory paragraph. The thesis sentence is the sentence in which the main idea is expressed.

What is a cause-and-effect paragraph?

Ans. A cause-and-effect paragraph is one that analyzes the causes or effects of a certain situation.

What is a topic sentence? ★★★

Ans: A topic sentence is a sentence that states the main idea of an entire paragraph.

Define coherence in writing. ★★★

Ans. Coherence means establishing a relationship between the ideas presented in writing.

What are the parts of an essay?

Ans. Traditionally, an essay is made up of three parts: (1) the Introduction, (ii) the body, and (iii) the conclusion.

Write down the names of four types of essays.

Ans. There are four major types of essays: Narrative Essay, Descriptive Essay, Expository Essay, and Persuasive Essay.

What is the difference between a topic sentence and a thesis statement?

Ans. A topic sentence guides a paragraph, while a thesis statement guides an essay.

What is a narrative essay? ★★★

Ans. A narrative essay is an essay that tells a story about a specific event or experience.

What is a descriptive essay?

Ans. A descriptive essay describes an object, person, place, experience, situation, etc.

What do you mean by an expository essay?

Ans. An expository essay explains a topic logically.

What is a persuasive essay?

Ans. A persuasive essay (or argument essay) is a piece of writing that convinces the reader to accept a certain viewpoint.

What is the purpose of report writing?

Ans. The purpose of report writing is to convey some information to others.

What is a formal report?

Ans. A formal report is a document with more detail and content than the shorter report forms.

What is an informal report?

Ans. An informal report is usually in the form of person-to-person communication within an organization.

What is the purpose of a news report? ★★★

Ans. A news report (published in a newspaper) aims to inform readers of what is happening around them.

What is a business report?

Ans. A business report is a formal written document for a business purpose.

What is the purpose of a business report?

Ans. The purpose of a business report is generally to assist in decision-making.

For whom are news reports written?

Ans. News reports are written for the public.

What are the parts of a survey report? ★★★

Ans. The parts of a survey report are Introduction, Body, and Conclusion.

How many parts are there in a formal letter?

Ans. There are six parts to a formal letter.

What are the parts of a formal letter?

Ans. The parts of a formal letter are the Heading, Inside address, Salutation, Body, Complimentary Close, and Signature.

What is an informal letter?

Ans. An informal letter is a letter that is written to a friend or family member.

What is the purpose of minutes?

Ans. The purpose of minutes is to provide a permanent and publicly accessible record of what passed at a particular meeting.

What is a claim/complaint letter? ★★★

Ans. A complaint letter is a letter written by a customer or a consumer to a company regarding a problem with a product or service.

What is the deadline?

Ans. Deadline, in composition, is the latest time by which a writing project may be submitted to an editor or instructor for review or publication.

What is a bio-data?

Ans. Bio-data refers to information about a person.

What is the American word for CV? ★★★

Ans. Resume

What do you mean by Enclosure?

Ans. An enclosure is used at the end of a letter when other papers are included with the letter.

What is a D.O. Letter?

Ans. D.O. stands for Demi Official. It is a letter used in correspondence between government officers to draw the personal attention of the addressee officer.

What is the letterhead?

Ans. Letterhead refers to the name and address of an organization.

What does a CV stand for? ★★★

Ans. CV stands for curriculum vitae.

What is a cover letter? ★★★

Ans. The cover letter is a brief, formal letter accompanying another document sent to the recipient.

What is a formal letter? ★★★

Ans. A formal letter is a letter written to a business, a college, or any professionals who are not considered friends or family. Formal letters are used for official and business purposes.

What is the aim of a notice? ★★★

Ans. The purpose of a notice is to announce or display information to a specific group of people.

To whom are memos written?

Ans. Memos can be written to junior, senior, and even equal-rank employees.

What are the three basic plans for memo writing?

Ans. The three basic plans of memo writing are the Direct plan, the indirect plan, and the combination approach.

What is the purpose of a memo? ★★★

Ans. The purpose of a memo is to convey important information efficiently.

What is a case?

Ans. 'Case' means a current file or receipt with other related papers, if any.

What is the embargo date?

Ans: An embargo is when a piece of news or information is not to be published before a stated time and date.

What are minutes? Or, define minutes? ★★★

Ans. Minutes are an official record of what is said and decided in a meeting.

What is APA style? ★★★

Ans. APA is the documentation style of sources used by the American Psychological Association.

What are the parts of a paragraph? ★★★

Ans. Topic sentence, body, and concluding sentence.

What are linkers? ★★★

Ans. Linkers are words or phrases that connect one idea with another in a sentence or in a paragraph.

What do you mean by CC? ★★★

Ans. CC stands for "carbon copy." BCC stands for "blind carbon copy."