

Paper Style_SEC-Advanced Communication Skills in English_B.Com._Sem-5

Q-1 Ten Questions (MCQ) from Unit -1 English for Competitive Exams (10)

Vocabulary

Exercises: Check your understanding

- ❖ Choose the best word to substitute the highlighted phrases
- ❖ Choose the correct synonyms of the words highlighted in the sentences
- ❖ Choose the correct antonyms of the words highlighted in the sentences

Tenses

Exercises: Check your understanding

- ❖ Fill in the blanks choosing the correct options.
- ❖ Fill in the blanks with the correct forms of the verbs in the brackets
- Learning by doing

Prepositions

Exercises: Check your understanding

- ❖ Fill in the blanks choosing the correct options
- Learning by doing

Q-2 A. Theoretical questions from Unit-2 English for Research Purposes in about 150 words. (05)
(Any 1 out of 2) (Questions from Exercises on page 131, 135, 140)

Q-2.B. Practical questions from Unit-3 Content Writing (Any 1 out of 2) (05)

Blogs and Articles (Suggested Topics for blog writing and articles)

- Time Management Tips for College Life
- Lesson, I Learned from Failure
- How Internship Can Shape your Future
- How to Prepare for Competitive Examinations While in College
- Is AI a threat or a tool for students?
- What if exams did not exist?
- Should Mobile Phones be banned during lectures?
- Money saving Tips and Tricks
- Preparing for Examination: A stress-free student approach
- Rethinking transportation: Bicycle, carpooling, and public transport

Q-2. C. Practical questions from Unit-4 English for Advertising (Any 1 out of 2) (05)

Analyse a popular ad (Image of the add will be given)

Or

Design classified newspaper ads

Note: The sample answers provided here are for guidance only. Students must refer the text book / reference sources and prepare answers / study notes based on their reading, understanding and learning.

TYBCOM SEM-5 STUDY MATERIAL for Skill Enhancement Course (SEC)
Subject: ADVANCED COMMUNICATION SKILLS IN ENGLISH – V (ACSE-V)

UNIT 1: ENGLISH FOR COMPETITIVE EXAMINATIONS

Note: 10 MCQs will be asked in exam based on this Unit (English for Competitive Exams).

TOPICS: PREPOSITIONS, TENSES, VOCABULARY

MCQ BANK_PREPOSITIONS						
Sr. No.	Question	Option a	Option b	Option c	Option d	Answers
1	The students usually sit ____ the desk in the laboratory.	besides	beside	in	of	b
2	I know her ____ ten years now.	for	to	over	by	a
3	____ last year, she has been on a diet.	for	in	since	by	c
4	They sat ____ the trees of the forest.	into	above	between	among	d
5	The ice was carved ____ a sharp knife ____ the mountaineer.	with, by	by, with	for, with	on, at	a
6	I live ____ Banjara Hills ____ Hyderabad.	in, at	on, at	at, in	in, on	c
7	Mother Teresa passed away __ 5 September ____ the year 1997.	on, in	in, on	at, in	in, at	a
8	We visited him ____ the winter, ____ the end of January 2019.	on, in	at, in	by, in	in, by	d
9	The birds flew _____ the trees.	of	over	above	at	b
10	The meeting is _____ Monday.	in	on	at	to	b
11	She divided the cake _____ her friends.	among	between	with	into	a
12	He takes pride _____ his work.	in	on	at	with	a
13	I agree _____ you.	in	on	at	with	d
14	The police caught the thief _____ the corner of the street.	at	with	by	to	a
15	The children are playing _____ the garden.	in	on	at	with	a
16	She put the keys _____ the drawer.	at	inside	to	about	b
17	He is standing _____ the door.	over	on	at	to	c
18	The bridge goes _____ the river.	across	under	away	around	a
19	I will call you _____ an hour.	in	on	to	at	a
20	She is listening _____ music.	in	on	at	to	d
21	He apologized _____ his mistake.	for	in	to	on	a
22	We shall travel _____ train.	above	for	by	with	c
23	The picture is hanging _____ the	in	on	at	into	b

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	wall.					
24	He is interested _____ history.	on	about	in	over	c
25	The book "Meghdoot" was written _____ Kalidas.	in	to	by	about	c
26	She is angry _____ him.	in	to	with	over	c
27	The store is open _____ 9 am _____ 6 pm.	from, to	in, at	on, by	at, for	a
28	The dog hid _____ the bed.	at	on	under	above	c
29	He is responsible _____ the completion of the project.	to	for	about	with	b
30	I prefer tea _____ coffee.	than	from	to	for	c
31	She lives _____ an apartment _____ the third floor.	on, in	at, at	in, in	in, on	d
32	The ball rolled _____ the hill.	in	down	into	with	b
33	He is famous _____ his inventions.	in	on	for	with	c
34	They walked _____ the park.	on	out	at	through	d
35	The flower vase fell _____ the floor.	in	on	to	into	b
36	She complained _____ the noise.	in	on	about	with	c
37	He arrived _____ time for the movie.	for	to	with	on	d
38	The boat sailed _____ the river.	down	to	with	for	a
39	I am confident _____ my success.	in	on	of	with	c
40	The picture hangs _____ the fireplace.	for	above	with	in	b
41	I received a letter _____ my cousin.	from	with	to	above	a
42	They are responsible _____ their own actions.	on	for	with	in	b
43	The book is _____ the table.	in	on	at	over	b
44	She arrived _____ 5 pm.	in	on	at	to	c
45	He lives _____ Mumbai.	in	on	at	over	a
46	I went _____ the store _____ my friend.	to, with	at, for	in, by	on, about	a
47	The horse jumped _____ the pit.	at	under	over	above	c
48	She is good _____ drawing.	in	on	at	to	c
49	He is afraid _____ dogs.	in	of	for	with	b
50	They are waiting _____ the bus.	to	over	at	for	d

TYBCOM SEM-5 STUDY MATERIAL for Skill Enhancement Course (SEC)
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MCQ BANK_TENSES						
Sr. No.	Question	Option a	Option b	Option c	Option d	Answers
1	I had a horse. It _____ me to the market one day.	follows	followed	following	follower	b
2	The medical students usually _____ experiments in the laboratory every week during the academic year.	conduct	are conducting	have conducted	conducts	a
3	Rajiv _____ his breakfast when the pilot asked him to fly the plane.	was having	had	has	have	a
4	Stella _____ her homework before going for the picnic.	finish	had finished	finishes	finishing	b
5	How many eggs _____ yesterday?	you eat	did you eat	have you eat	you are eating	b
6	She _____ your hotel soon.	will visiting	visited	will visit	have visited	c
7	Shakespeare's dramas _____ the world over today.	are enjoying	enjoys	is enjoying	are enjoyed	d
8	The cook _____ his fingers while _____ vegetables.	chopped, cutting	cut, chop	cut, chopping	cutting, chopping	c
9	He _____ in this house for two years.	has been staying	stays	staying	has staying	a
10	They _____ in 2005.	marries	marry	are married	were married	d
11	My brother _____ a new car last week.	buys	bought	has bought	is buying	b
12	The train _____ at 8 a.m. daily.	leaves	left	is leaving	will leave	a
13	While I _____, the phone rang.	cook	cooks	was cooking	have cooked	c
14	She _____ never _____ to New York.	has, been	is, being	was, been	will, be	a
15	If it rains, we _____ at home.	staying	stayed	shall stay	are staying	c
16	By the time he arrived, we _____ dinner.	ate	had eaten	are eating	will eat	b
17	I _____ my keys, so I can't get in.	lose	lost	had lost	am losing	b
18	Look! It _____ outside.	rains	rained	is raining	will rain	c
19	He _____ in this company for ten years by next year.	will work	will be working	will have worked	has worked	c
20	Water _____ at 100 degrees Celsius.	boils	boiled	is boiling	will boiling	a
21	I _____ him since 2010.	knows	Will know	have known	am knowing	c
22	Last night, I _____ a strange dream.	have	had	am having	will have	b
23	We _____ a party next Saturday.	has	had	are having	will have had	c
24	She _____ the piano since she was five.	plays	played	has been playing	is playing	c
25	The movie _____ at 7 p.m.	starts	starting	is starting	will starting	a

TYBCOM SEM-5 STUDY MATERIAL for Skill Enhancement Course (SEC)
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26	They _____ for two hours when I called them.	studied	had been studying	are studying	will study	b
27	He _____ a letter when I entered the room.	writes	wrote	was writing	has written	c
28	By Christmas, I _____ enough money for a new laptop.	save	will be saved	will have saved	am saving	c
29	She _____ her car. It looks brand new.	will washing	washed	has washed	will wash	c
30	I _____ to the gym regularly.	go	goes	gone	going	a
31	If you heat ice, it _____.	melts	melted	is melting	must melt	a
32	While they _____, the power supply went out.	sleep	slept	were sleeping	have slept	c
33	He _____ his old car last month.	sells	sold	will sell	is selling	b
34	I _____ my homework by 9 p.m. tonight.	finish	finished	will finishing	will have finished	d
35	The baby _____ all morning.	had cries	crying	has been crying	is crying	c
36	They _____ football every Sunday.	play	plays	are playing	has played	a
37	She _____ abroad for her vacation next year.	go	went	will go	gone	c
38	Before she moved, she _____ in a small apartment.	lives	living	had lived	is living	c
39	I _____ a delicious meal for dinner tonight.	prepare	has prepared	will prepare	preparing	c
40	They _____ the race when I reached the stadium.	start	will start	had started	are starting	c
41	My sister _____ a doctor.	is	was	will be	has been	a
42	He _____ a letter to his friend every week.	writes	written	is writing	writing	a
43	We _____ our holiday plans tomorrow.	discusses	discussed	shall discuss	are discussing	c
44	By the end of the year, she _____ her master's degree.	attains	attain	will have attained	is attaining	c
45	The dog _____ loudly when the doorbell rang.	barks	barked	is barking	has barked	b
46	I _____ hungry now.	am	was	were	have been	a
47	They _____ for the exam all night.	studies	studied	has studied	had studying	b
48	My parents _____ my birthday next month.	visit	visited	visiting	are visiting	d
49	She _____ in that company for over 20 years before she retired.	works	worker	had worked	is working	c
50	The students _____ quietly in the library.	reader	reading	are reading	reads	c

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MCQ BANK_VOCABULARY						
Sr. No.	Question	Option a	Option b	Option c	Option d	Answers
1	Mohan cannot be a good leader because he is <u>someone who always puts himself first</u> . (Choose one word substitute for the underlined phrase)	egoistical	eccentric	exceptional	effervescent	a
2	She got low marks in the examination because her handwriting was <u>not clear enough to be read</u> . (Choose one word substitute for the underlined phrase)	negligible	incorrigible	illegible	inedible	c
3	By nature, he is an introvert and <u>speaks very little</u> . (Choose one word substitute for the underlined phrase)	sullen	reticent	coward	gullible	b
4	The acrobat put up a <u>masterly</u> show during the circus. (Choose the synonym of the underlined word.)	brilliant	cunning	detailed	joyful	a
5	The country is in a highly <u>precarious</u> situation following the army coup. (Choose the synonym of the underlined word.)	excited	protected	dangerous	confused	c
6	<u>Stringent</u> norms were followed to control the Covid-19 pandemic in our town. (Choose the synonym of the underlined word.)	strict	traditional	medical	scientific	a
7	We find his behaviour <u>inexplicable</u> . (Choose the antonym of the underlined word.)	sad	happy	understandable	complicated	c
8	We are too tired to <u>light</u> the fire. (Choose the antonym of the underlined word.)	see	extinguish	dark	expand	b
9	The principal made a <u>terse</u> speech during the morning assembly today. (Choose the antonym of the underlined word.)	brief	kind	lengthy	precise	c
10	Choose the adverb form of 'quick'.	quickness	quickly	quicker	quickest	b
11	Choose the synonym of 'proficient'.	unskilled	amateur	clumsy	expert	d
12	Choose the antonym of 'transparent'.	clear	opaque	visible	obvious	b
13	Choose the meaning of 'concur'.	disagree	oppose	agree	dispute	c
14	Choose the verb form of 'apology'.	apologize	apologetic	apologeticaly	apologist	a
15	Choose the adjective form of 'courage'.	courageously	courageous	courageousness	encourage	b

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16	Choose the synonym of 'mitigate'.	intensify	worsen	alleviate	aggravate	c
17	Choose the antonym of 'arduous'.	difficult	easy	strenuous	tough	b
18	Choose the meaning of 'cacophony'.	harmony	melody	discord	silence	c
19	Choose the noun form of 'describe'.	descriptive	description	descriptively	descriptor	b
20	Choose the adverb form of 'easy'.	easiness	easily	easier	easiest	b
21	Choose the synonym of 'plethora'.	scarcity	shortage	lack	abundance	d
22	Choose the antonym of 'diminish'.	decrease	reduce	increase	shrink	c
23	Choose the meaning of 'quintessential'.	unimportant	typical	irrelevant	complex	b
24	Choose the verb form of 'analysis'.	analytic	analyst	analytical	analyze	d
25	Choose the adjective form of 'envy'.	enviously	envious	invidious	envier	b
26	Choose the synonym of 'sporadic'.	regular	constant	occasional	continuous	c
27	Choose the synonym of 'gullible'.	credulous	trusting	sceptical	naive	d
28	Choose the meaning of 'paradox'.	contradiction	agreement	consistency	clarity	a
29	Choose the noun form of 'educate'.	educational	education	educated	educator	b
30	Choose the adverb form of 'true'.	truth	truer	trueness	truly	d
31	Choose the synonym of 'lucid'.	unclear	obscure	clear	ambiguous	c
32	Choose the antonym of 'vigilant'.	watchful	careless	alert	attentive	b
33	Choose the noun form of 'discriminate'.	discriminator	discriminately	discrimination	discriminates	c
34	Choose the verb form of 'strength'.	strong	strengthen	strongly	strengthful	b
35	Choose the adjective form of 'comfort'.	comfortably	comfortative	comfortingly	comfortless	d
36	Choose the synonym of 'transient'.	permanent	fleeting	lasting	stable	b
37	Choose the antonym of 'covert'.	hidden	secret	open	concealed	c
38	Choose the meaning of 'deleterious'.	beneficial	harmful	helpful	advantageous	b
39	Choose the noun form of 'recognize'.	recognition	recognizable	recognizably	recognized	a
40	Choose the adverb form of 'simple'.	simplify	simply	simplicity	simpler	b
41	Choose the synonym of 'paltry'.	substantial	generous	abundant	meagre	d
42	Choose the synonym of 'benevolent'.	kind	cruel	selfish	stingy	a
43	Choose the antonym of 'ancient'.	antique	modern	old	past	b
44	Choose the meaning of 'ubiquitous'.	rare	scarce	hidden	everywhere	d
45	Choose the verb form of 'decision'.	decisive	decide	decidedly	decider	b
46	Choose the adjective form of 'beauty'.	beautifully	beautify	beautiful	beautification	c
47	Choose the synonym of 'gregarious'.	shy	outgoing	reclusive	quiet	b
48	Choose the antonym of 'optimistic'.	hopeful	positive	pessimistic	cheerful	c
49	Choose the meaning of 'ephemeral'.	lasting	temporary	permanent	eternal	b
50	Choose the noun form of 'create'.	creative	created	creatively	creation	d

UNIT 2: ENGLISH FOR RESEARCH PURPOSES

NOTE: ONLY THEORY QUESTIONS WILL BE ASKED IN EXAM BASED ON THIS UNIT (ENGLISH FOR RESEARCH PURPOSES).

(Important Questions from Exercises on page 131, 135, 140)

1. Explain any three features of impersonal writing.
2. Explain the concept of academic integrity.
3. Why is it important to acquire research writing skills?
4. How does research writing avoid plagiarism?
5. List the important elements of a research paper.
6. Why is it important to develop one's skills in writing research proposals?
7. Describe the important parts of a research proposal.
8. Discuss any five strategies for writing an effective research proposal.
9. Explain the significance of a research paper.
10. Describe the important parts of a research paper.
11. Discuss any five strategies for writing an effective research paper.

1. Explain any three features of impersonal writing.

Ans.1. Impersonal writing is a style that focuses on facts and information, not personal feelings. It's often used in academic and professional settings. Here are three key features:

- **Objectivity:** This means the writer presents information neutrally, without being biased. They avoid emotional language or personal opinions. The goal is to let the facts and evidence speak for themselves.
- **Third-Person Perspective:** Writers use pronouns like "the study," "it," or "researchers." They avoid using personal pronouns like "I," "we," or "you" to create a professional distance from the topic.
- **Formal Tone:** This style uses clear and formal language. It avoids slang, informal phrases, and contractions (like "can't" or "don't"). This makes the writing sound serious and credible.

2. Explain the concept of academic integrity.

Ans.2. Academic integrity is a code of honour for all students and researchers. It means being honest and responsible in all your academic work.

- **Honesty:** It's about doing your own work and not cheating on assignments or exams.
- **Giving Credit:** It requires you to properly acknowledge the ideas and words of other people. This is a sign of respect for their intellectual work.
- **Avoiding Plagiarism:** This is the most well-known part of academic integrity. It means you must not copy someone else's work without giving them credit.
- **Why It Matters:** Upholding academic integrity ensures that your grades and degree truly reflect your own knowledge. It also builds trust within the academic community, which is essential for learning and research.

3. Why is it important to acquire research writing skills?

Ans.3. Learning how to write well for research is very important for several reasons:

- **Sharing Your Work:** A research paper is how you formally share your findings with the world. Good writing ensures your research is understood and valued by others.
- **Developing Critical Thinking:** The process of research writing forces you to organize your thoughts, analyze complex information, and build logical arguments. These are vital skills for any field.
- **Career Benefits:** The ability to research a topic and present findings clearly is highly valued in almost every career, from business to science. It shows you can think critically and communicate effectively.

4. How does research writing avoid plagiarism?

Ans.4. Research writing has clear rules to prevent plagiarism and ensure that all sources are properly credited.

- **Citation:** This is the main method. Whenever you use someone else's idea, fact, or quote, you must include a short reference to the original source in your paper.
- **Paraphrasing:** You can put someone else's idea into your own words, but you still must cite the original source. It's important to change the sentence structure and vocabulary, not just a few words.
- **Quoting:** If you use an author's exact words, you must put them in quotation marks and provide a citation that includes the page number.
- **Reference List:** At the end of your paper, you must include a full list of all the sources you cited. This allows readers to find the original work.

5. List the important elements of a research paper.

Ans.5. A standard research paper is organized into several key parts to make it easy to follow.

- **Title:** The name of the paper.
- **Abstract:** A short, one-paragraph summary of the entire paper.
- **Introduction:** Gives background information and introduces your research question or thesis.
- **Literature Review:** Discusses existing research on your topic.
- **Methodology:** Explains how you conducted your research.
- **Results:** Presents the data and findings from your study.
- **Discussion:** Explains what the results mean and how they relate to other research.
- **Conclusion:** Summarizes the main findings and suggests ideas for future research.
- **References:** A full list of all the sources you cited in your paper.

6. Why is it important to develop one's skills in writing research proposals?

Ans.6. Writing a good research proposal is a critical skill for any aspiring researcher. A proposal is like a roadmap for your project, and it can determine whether your project gets approved or funded.

- **Securing Approval:** Proposals are used to get permission from academic committees or professors to start your research.

- **Getting Funding:** Many grants and scholarships require a strong proposal to show that your research is worth investing in.
- **Planning Your Project:** The process of writing a proposal forces you to think through every detail of your project, from the research question to the timeline. This helps you avoid problems later on.
- **Showing Feasibility:** A well-written proposal proves that your research idea is not only important but also realistic and well-planned.

7. Describe the important parts of a research proposal.

Ans.7. A research proposal is a structured document that lays out a plan for a study. It contains the following parts:

- **Title:** A clear and concise name for the proposed project.
- **Abstract:** A short, one-paragraph summary of the entire paper.
- **Introduction:** Provides background on the topic and explains why the research is needed.
- **Problem Statement:** Clearly defines the specific issue or question that the research will address.
- **Literature Review:** Summarizes and discusses existing research to show you understand the field.
- **Research Questions:** The specific questions your study aims to answer.
- **Methodology:** A detailed plan of how you will conduct the research, including what you will do and how you will analyze the data.
- **Timeline & Budget:** A schedule for the project and a list of estimated costs.
- **References:** A list of all sources cited in the proposal.

8. Discuss any five strategies for writing an effective research proposal.

Ans.8. To write a proposal that stands out, try to use these strategies:

- **Be Specific:** Clearly define your research problem. Don't be vague; tell the reader exactly what you're studying and why it matters.
- **Do Your Homework:** Show you've done a thorough literature review. This proves your project is original and contributes something new.
- **Plan Your Methods:** Write a detailed methodology section. This is your chance to show that your project is feasible and that you know what you're doing.
- **Create a Realistic Timeline:** Break down your project into manageable steps and assign a realistic amount of time to each one.
- **Explain Your Significance:** In your introduction and conclusion, clearly explain the potential impact of your research. Why is it important? Who will benefit from it?

9. Explain the significance of a research paper.

Ans.9. A research paper is a powerful tool for academic and societal progress. Its significance comes from its ability to:

- **Share Knowledge:** It's the primary way for researchers to present new findings, theories, and ideas to the world. It adds to the collective knowledge of humanity.
- **Establish Credibility:** Writing a research paper shows that the author is an expert on a topic and can conduct a rigorous, formal investigation.
- **Drive Progress:** The findings in research papers can lead to new inventions, better public policies, or new ways to solve problems in our daily lives.

- **Start Conversations:** A research paper isn't the final word on a topic; it's an invitation for other scholars to build on, challenge, or expand on your work, which keeps science and knowledge moving forward.

10. Describe the important parts of a research paper.

Ans.10. A research paper is a formal document with a standard structure that helps readers easily find information. Here are its main parts:

- **Title and Abstract:** The title names the paper, and the abstract is a brief summary of everything inside.
- **Introduction:** It grabs the reader's attention and explains the topic, why it's important, and what your paper will cover.
- **Methods:** This section describes exactly how you did your research, including the materials, participants, and procedures.
- **Results:** This part presents the findings of your study, usually using data, tables, or charts. It states what you found without interpreting it.
- **Discussion:** Here, you explain what your results mean. You interpret the data and connect your findings to the broader topic.
- **Conclusion:** This section summarizes your main points and gives a final statement about the importance of your research.
- **References:** This is a list of all the sources you used in your paper, allowing readers to find them.

11. Discuss any five strategies for writing an effective research paper.

Ans.11. Writing a good research paper takes practice and strategy. Here are five things you can do to make yours effective:

- **Start with a Strong Thesis:** Before you write, figure out your main argument. Your thesis statement should be a clear, specific claim that guides your entire paper.
- **Organize Your Thoughts:** Create an outline before you begin writing. This helps you structure your paper logically, ensuring each section and paragraph flows smoothly into the next.
- **Use Credible Sources:** Base your research on reliable information from academic journals, scholarly books, and other trusted sources. Your evidence is the foundation of your argument.
- **Write Clearly and Formally:** Use a professional tone. Avoid slang and personal language. The goal is to present your information in a precise and objective way.
- **Edit and Proofread:** Always review your paper for grammar, spelling, and punctuation errors. A polished paper shows that you are professional and serious about your work.

UNIT 3: CONTENT WRITING

NOTE: THEORY QUESTIONS WILL NOT BE ASKED IN EXAM BASED ON THIS UNIT (CONTENT WRITING). THE THEORY PROVIDED HERE IS FOR YOUR UNDERSTANDING. ONLY PRACTICAL QUESTIONS WILL BE ASKED IN EXAM.

Content Writing

Content writing is the process of planning, writing, and editing written material, primarily for online consumption, with the goal of attracting, engaging, and retaining a target audience. It's a key component of digital marketing, aiming to inform, educate, entertain, or persuade readers, often subtly, to build brand awareness, drive traffic, generate leads, and improve search engine rankings.

Unlike traditional copywriting, which is often a direct sales pitch, content writing typically provides value to the reader first, with a "soft sell" approach.

Here's a breakdown of different types of content writing with examples:

1. Blog Posts:

- **Definition:** Informative, engaging, and often conversational articles published on a website's blog section. They aim to provide value, establish authority, and attract organic search traffic.
- **Example:** A technology company publishing a blog post titled "5 Ways AI is Revolutionizing Project Management," offering practical tips and insights without directly selling their software in the main content. The goal is to establish them as an expert in the field.

2. Website Content (Static Pages):

- **Definition:** The text on core website pages like "Homepage," "About Us," "Services," "Contact," etc. This content needs to clearly communicate what a business does, its value proposition, and encourage visitors to take action.
- **Example:**
 - **Homepage:** A clear, concise headline and a few paragraphs explaining the company's main offering (e.g., "Empowering Small Businesses with Cloud-Based Accounting Solutions").
 - **About Us Page:** A story about the company's mission, values, and team, building trust and connection with the audience.

3. Social Media Posts:

- **Definition:** Short, catchy, and engaging written content designed for platforms like Facebook, Instagram, Twitter, LinkedIn, etc. The goal is to capture attention, drive engagement, and direct traffic.
- **Example:**
 - **Twitter:** "Boost your productivity with these 5 simple hacks! □ #LifeTips #WorkSmart"
 - **Instagram:** A concise caption accompanying an image, perhaps asking a question to encourage comments (e.g., "What's your favourite way to unwind after a long week? Share in the comments below!").

4. Email Newsletters:

- **Definition:** Written content sent to subscribers via email, often for updates, promotions, educational content, or nurturing leads.
- **Example:** A monthly newsletter from an online fitness coach sharing healthy recipes, workout tips, and a link to their new online course. The aim is to keep subscribers engaged and potentially convert them into paying clients.

5. Product Descriptions:

- **Definition:** Concise and persuasive text that highlights the features and benefits of a product, aiming to convince potential customers to make a purchase.
- **Example:** A description for a new smartphone focusing on its camera quality, battery life, and user-friendly interface, rather than just listing technical specifications.

6. E-books and Whitepapers:

- **Definition:** Longer-form, in-depth pieces of content that delve into specific topics, offering comprehensive information, research, or solutions. E-books are often more engaging and less formal, while whitepapers are typically more technical and persuasive, often used for lead generation in B2B contexts.
- **Example:**
 - **E-book:** "The Beginner's Guide to Digital Marketing: A Step-by-Step Approach," offered as a free download in exchange for an email address.
 - **Whitepaper:** "A Comprehensive Analysis of Cybersecurity Threats in the Healthcare Industry," targeting IT professionals in healthcare.

7. Video Scripts:

- **Definition:** Written dialogue and instructions for video content, ensuring a clear message and engaging presentation.
- **Example:** A script for a YouTube tutorial video on "How to Set Up a Home Smart Hub," outlining each step, what the presenter will say, and visual cues.

8. Case Studies:

- **Definition:** In-depth analyses that showcase how a product or service solved a specific problem for a client, demonstrating expertise and real-world results.
- **Example:** A software company publishing a case study detailing how their CRM system helped a client increase their sales by 30% in six months, including challenges, solutions, and measurable outcomes.

9. Technical Writing:

- **Definition:** Content that explains complex technical information clearly and concisely, often for user manuals, instruction guides, or API documentation.
- **Example:** A user manual for a new software application, providing step-by-step instructions and troubleshooting tips.

10. Landing Page Copy:

- **Definition:** Highly focused and persuasive text on a dedicated webpage (landing page) designed to capture leads or drive a specific conversion action (e.g., signing up for a webinar, downloading an asset).
- **Example:** A landing page for a free trial of a project management tool, with a strong headline, bullet points highlighting key benefits, and a clear call-to-action button like "Start Your Free Trial Now."

In essence, content writing is about strategically crafting words to achieve specific communication and marketing goals, always with the reader and their needs in mind.

Guidelines for Content Writing

Here are essential guidelines for content writing, presented as bullet points:

- **Understand Your Audience:**
 - Know who you're writing for: their demographics, interests, pain points, and what they want to learn.
 - Tailor your tone, language, and complexity to resonate with them.
- **Define Your Goal:**
 - Before writing, clearly identify the purpose of your content (e.g., inform, entertain, persuade, generate leads, build brand awareness).
 - Every piece of content should have a clear call-to-action (CTA), even if subtle.
- **Research Thoroughly:**
 - Gather accurate and reliable information from credible sources.
 - Ensure your content is factual, up-to-date, and provides genuine value.
- **Craft Compelling Headlines/Titles:**
 - Make them catchy, clear, and indicative of the content's value.
 - Use power words and evoke curiosity to hook readers.
 - Consider including keywords for SEO.
- **Structure for Readability:**
 - Use short paragraphs (2-4 sentences).
 - Break up text with headings and subheadings (H1, H2, H3, etc.).
 - Employ bullet points and numbered lists for easy scanning.
 - Utilize bold text for emphasis.
- **Write Clearly and Concisely:**
 - Use simple, direct language. Avoid jargon unless specifically targeting a niche audience.
 - Get straight to the point. Eliminate unnecessary words and phrases.
 - Vary sentence structure to maintain reader engagement.
- **Focus on Value and Solutions:**
 - Address your audience's problems or questions.
 - Provide actionable insights, tips, or solutions.
 - Answer the "What's in it for me?" question for the reader.

- **Optimize for Search Engines (SEO):**
 - Integrate relevant keywords naturally within your content.
 - Optimize meta titles and descriptions.
 - Ensure proper use of internal and external links.
 - Aim for good readability and user experience, which Google prioritizes.
- **Maintain a Consistent Brand Voice:**
 - Ensure your content reflects your brand's personality, values, and messaging across all platforms.
 - Be authentic and relatable.
- **Include Visuals (When Applicable):**
 - Break up text with relevant images, infographics, videos, or GIFs.
 - Visuals enhance engagement and comprehension.
- **Proofread and Edit Meticulously:**
 - Check for grammar, spelling, punctuation, and typographical errors.
 - Ensure flow, coherence, and logical progression of ideas.
 - Read aloud to catch awkward phrasing.
- **Cite Sources (When Necessary):**
 - Give credit where credit is due, especially for statistics, quotes, or research findings.
 - Build trust and credibility.
- **End with a Clear Call-to-Action (CTA):**
 - Tell your readers what you want them to do next (e.g., "Learn More," "Subscribe," "Shop Now," "Share Your Thoughts").
 - Make it prominent and easy to find.
- **Track Performance and Iterate:**
 - Monitor metrics like page views, engagement rates, and conversions.
 - Use data to understand what works and what doesn't, and refine your strategy accordingly.

SAMPLE BLOGS/ARTICLES

1. Time Management Tips for College Life

https://www.blogger.com/conqueringtheclock/collegetimemanagementinanutshell						
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Conquering the Clock: College Time Management in a Nutshell College life is a juggle: classes, assignments, friends, and the temptation of endless entertainment. The secret to thriving, not just surviving? Effective time management. It's about smart choices, not sacrificing fun. Your Roadmap to Success: Create a Master Schedule: Right at the start, map out all classes, assignment due dates, and exams on a single calendar (digital or physical). This is your semester's blueprint. Prioritize Ruthlessly: Not all tasks are equal. Use a system (like the Eisenhower Matrix) to identify what's urgent and important (do now!), important but not urgent (schedule), and what can be delegated or cut. Break Down Big Tasks: A huge essay is less scary as smaller, manageable chunks. Tackle it bit by bit to reduce overwhelm and track progress. Try the Pomodoro Technique: Work in focused 25-minute bursts, followed by 5-minute breaks. This keeps you concentrated and prevents burnout. Learn to Say No: College offers endless opportunities, but overcommitment leads to stress. Politely decline things that don't align with your priorities or stretch you too thin. Utilize "Dead Time": Turn waiting in line or walking to class into productive moments – review notes, brainstorm ideas, or check quick emails. Find Your Prime Time: Are you a morning person or a night owl? Schedule your most demanding tasks when your focus is highest. Minimize Distractions: Designate a quiet study space and put your phone away or use blocking apps during study sessions. Prioritize Rest: Sleep, exercise, and healthy eating aren't luxuries; they're essential for a productive mind. Don't skip them. Be Flexible: Life happens. Don't beat yourself up if your plan goes awry. Adjust, learn, and move forward. Mastering your time isn't just about grades; it's about reducing stress and enjoying a well-rounded college experience. Start small, stay consistent, and watch your success grow!						About Me
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2. Lesson, I Learned from Failure

https://www.blogger.com/thepowerofthefall/lessonslearnedfromfailure					
Subscribe	Home	Contacts	About	Photos	Videos
The Power of the Fall: Lessons Learned from Failure Failure. It's a word that often feels heavy, signalling defeat. For a long time, I saw it that way too – an end, a sign of not being good enough. But I've learned a profound truth: failure isn't the opposite of success; it's a crucial part of the journey. It's an unexpected classroom, teaching lessons that smooth successes rarely can. Here's what my stumbles have taught me: • Resilience is Forged, Not Taught: When things fall apart, you choose: give up or get back up. Picking myself up after setbacks built an inner strength I never knew I had. • Clarity from Collapse: Failure ruthlessly exposes flaws in our approaches or assumptions. A major exam I failed forced me to completely rethink my study methods, leading to far better results later. It makes you confront what's truly not working. • Humility is a Great Teacher: Success can inflate the ego. Failure humbles you, reminding you that you don't know everything and that external factors matter. This humility makes you open to learning and better able to collaborate. • Innovation Springs from Setbacks: When your first plan fails, you're forced to think differently, explore new paths. My own business venture that didn't take off led me to discover a completely different passion I hadn't considered. • Knowing When to Let Go: Sometimes, failure teaches you that a path isn't meant for you. Learning to cut your losses and redirect energy frees you to pursue more fruitful endeavours. So, next time you face a setback, don't view it as a defeat. See it as a rigorous lesson. Ask: "What can I learn from this? How can I do better next time?" Embrace your failures; they're not just stumbling blocks, but often launchpads for your greatest successes.					Search
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3. How Internship Can Shape your Future

https://www.blogger.com/beyondtheclassroom/howinternshipscanshapeyourfuture					
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Beyond the Classroom: How Internships Can Shape Your Future Why an Internship is Your Ultimate College Superpower College teaches you the theory, but an internship shows you how the real world actually works. It's far more than just a quick bullet point on your resume—it's a test run for your entire career. • Test-drive your dream job: Unsure if a field like marketing or coding is truly right for you? An internship lets you try the day-to-day work before making a long-term commitment. • Learn real-world skills: You will get hands-on experience with the actual software, workflows, and problem-solving methods that textbooks simply cannot teach. • Build essential "people skills": Beyond technical know-how, you will practice teamwork, workplace communication, and professional etiquette—skills every employer wants to see. • Grow your professional network: You will connect with mentors, teammates, and leaders who can write recommendations, give career advice, and help you land future jobs. • Graduate with real confidence: Entering the job market with hands-on experience makes you stand out to recruiters and clarifies what kind of work you actually enjoy. How to Make the Most of It • Be picky: Look for roles that genuinely align with your personal interests and future goals rather than applying to random postings. • Stay curious: Ask questions, take initiative on new projects, and treat every small task as a chance to learn something useful. An internship isn't just a stepping stone to a first job—it is an investment in discovering who you want to be professionally. Are you currently looking for your first internship, or trying to decide which career path to test out first?					Search
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4. How to Prepare for Competitive Examinations While in College

https://www.blogger.com/conqueringtwofronts/competitiveexamsandcollegelife					
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Conquering Two Fronts: Competitive Exams and College Life Balancing college life with competitive exam preparation can feel like managing two full-time jobs. However, with the right strategy, it's not just possible, but can even be mutually beneficial. Many successful aspirants start early, leveraging their college years to build a strong foundation for future competitive exams. The key lies in smart time management and consistent effort. Don't wait until graduation; early preparation offers significant advantages. You get ample time to cover vast syllabi without the pressure of a looming deadline, allowing for deeper understanding rather than rote memorization. This also provides the luxury of repeated revisions, which is crucial for long-term retention. Here's how to navigate this dual challenge: • Create a Master Schedule: Integrate your college classes, study time for both academics and competitive exams, breaks, and even social activities into one comprehensive calendar. Be realistic about what you can achieve daily. • Prioritize and Segment: Identify high-weightage topics for your target exam and dedicate focused slots to them. Break down complex topics into smaller, manageable study chunks. • Leverage College Learning: See how your college subjects might overlap with your competitive exam syllabus. Strong fundamentals from your degree can directly aid your exam preparation. • Utilize "Dead Time": Short breaks between classes, commutes, or waiting periods can be used for quick revisions, solving a few practice questions, or reviewing flashcards. • Practice Consistently: Regular mock tests are non-negotiable. They help you understand the exam pattern, improve speed and accuracy, and identify weak areas that need more attention. Analyze your performance after each test. • Mind Your Well-being: Don't neglect sleep, nutrition, and exercise. Burnout is a real threat. Schedule in relaxation and hobbies to keep your mind fresh and motivated. Preparing for competitive exams alongside your degree journey builds discipline, resilience, and superior time management skills. It's an investment in your future, ensuring you're well-equipped to tackle both your academic pursuits and your dream career.					Search
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5. Is AI a threat or a tool for students?

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AI: Threat or Tool for Students? Artificial intelligence (AI) has burst into the educational landscape, sparking debates and raising questions. Is it a shortcut to intellectual laziness, or a powerful ally in the pursuit of knowledge? The truth, as often is the case, lies in how students choose to wield this revolutionary technology. AI, particularly generative AI models, offers undeniable benefits. It can act as a personalized tutor, explaining complex concepts in simpler terms and providing instant feedback. Students can use it to brainstorm ideas for essays, summarize lengthy research papers, or even generate practice quizzes tailored to their learning style. For those grappling with language barriers, AI translation tools can unlock a world of information. This personalized and efficient learning experience can democratize access to education and support diverse learning needs. However, the "threat" aspect emerges when students become overly reliant on AI. If used to generate entire assignments without critical engagement, it undermines the very purpose of learning: developing critical thinking, problem-solving, and original thought. Concerns about academic integrity, plagiarism, and the potential erosion of essential cognitive skills are valid. Furthermore, AI models can sometimes produce inaccurate or biased information which demands fact-checking. The key for students is to view AI as a tool, not a crutch. It's an amplifier for human intelligence, not a replacement. Students should learn to: • Critically evaluate AI output: Always verify information and understand the limitations of the technology. • Use AI for brainstorming and scaffolding: Let it help you get started or structure your ideas, but build on it with your own original thought. • Focus on deeper learning: Use AI to free up time from tedious tasks so you can dedicate more effort to analysis, synthesis, and creative application of knowledge. • Understand ethical guidelines: Be aware of your institution's policies on AI use and always cite your sources appropriately. Ultimately, AI is here to stay. The students who will thrive are those who learn to effectively and ethically integrate AI into their learning process, leveraging its strengths while safeguarding their own intellectual growth.					Search
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6. What if exams did not exist?

https://www.blogger.com/ifexamsvanished/aworldwithouttests						
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If Exams Vanished: A World Without Tests A world without exams would completely transform how we teach, learn, and measure success. The Benefits • Less stress and anxiety: Students would no longer suffer from fear of failure, last-minute cramming, or test panic. • Focus on real understanding: Teachers could encourage creativity and critical thinking instead of rushing through a syllabus to prep for a test. • Curiosity-driven learning: Students would study out of genuine interest rather than just chasing marks. • Better ways to show talent: Learning would be judged through hands-on projects, group work, presentations, and creative portfolios. The Challenges • Harder to measure progress: Without standard tests, it becomes difficult to check if everyone meets the same basic academic standards. • Drop in motivation: Some students might struggle to stay focused without deadlines and grades driving them. • College and job admissions: Universities and employers would need completely new, fair ways to select candidates. Replacing exams would require relying on continuous evaluations, daily class performance, and practical skill showcases. It would shift schooling away from memorization and toward building practical skills for the real world.						About Me
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7. Should Mobile phones be banned during lectures?

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Mobile Phones in Lectures: Distraction or Device Walk into almost any college lecture hall today, and you will spot a familiar sight: glowing screens and eyes glued to phones. This brings up a massive debate among students and professors alike: Should smartphones be banned in college classes, or do they actually belong there? Let's look at both sides of the screen. Why Ban Them? • Kills focus: Scrolling social media shatters attention and lowers grades. • Distracts others: A lit screen disrupts nearby classmates and the professor's flow. Why Keep Them? • Instant research: Phones make it easy to look up terms, access notes, or join live polls. • Builds self-control: Treating college students like adults helps them practice managing real-world distractions. The Fix: Etiquette Over Bans Instead of a total ban, set clear ground rules. Keep phones face-down during direct instruction, but bring them out for interactive tasks and research. Learning self-discipline is just as important as the lecture itself. Total ban, or total freedom—where do you stand?					Search
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8. Money saving Tips and Tricks

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Master Your Money: Smart Saving Tips & Tricks In today's fast-paced world, managing your finances effectively is more crucial than ever. For every person, adopting smart saving habits can significantly impact your financial well-being and future. Here are some essential money-saving tips and tricks to get you started: 1. Create and Stick to a Budget: This is the cornerstone of all financial planning. Track your income and meticulously list all your expenses. Categorize them into "needs" (rent, groceries, utilities) and "wants" (dining out, entertainment, new gadgets). A popular guideline is the 50/30/20 rule: 50% for needs, 30% for wants, and 20% for savings and debt repayment. 2. Track Your Spending: You might be surprised where your money actually goes. Use budgeting apps, spreadsheets, or even a simple notebook to log every rupee spent. This awareness is key to identifying areas where you can cut back without feeling deprived. 3. Cook at Home More Often: Eating out, even occasionally, adds up quickly. Meal planning and preparing your own food are not only healthier but significantly cheaper. Pack lunches, make your own coffee, and limit restaurant visits to special occasions. 4. Embrace Second-Hand and Student Discounts: For books, clothing, or even electronics, explore second-hand markets, thrift stores, and online platforms. Always ask for student discounts – many businesses offer them. 5. Automate Your Savings: "Pay yourself first" is a golden rule. Set up an automatic transfer from your checking account to your savings account immediately after you get paid. Even a small, consistent amount will grow significantly over time thanks to the power of compounding. 6. Cut Unnecessary Subscriptions: Go through your bank statements and identify any subscriptions (streaming services, apps, gym memberships) you no longer use or truly need. Cancel them if not necessary. 7. Utilize Public Transport or Carpool: With rising fuel prices, reducing commuting costs can free up a lot of cash. Opt for public transport, walk or cycle for shorter distances, or carpool with friends. Start small, be consistent, and watch your savings grow!						About Me
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9. Preparing for Examination: A stress-free student approach

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Exams Looming? A Stress-Free Student's Guide Exam season can feel like a dark cloud, bringing with it a torrent of anxiety and sleepless nights. But what if there was a way to navigate this period with less stress and more confidence? It's entirely possible! Check it out... Start Early, Stay Steady The biggest stressor is often feeling overwhelmed by the sheer volume of material. Combat this by starting your preparation well in advance. Break down your syllabus into manageable chunks. Instead of trying to cram a semester's worth of information into a few days, dedicate short, focused study sessions each week. Master Your Material, Don't Just Memorize True understanding is your best defence against exam anxiety. Don't just rote memorize facts; engage with the material. Ask "why" and "how." Connect concepts, create mind maps, or explain topics to a friend. When you truly grasp the subject, retrieving information during the exam becomes a logical process, not a stressful memory test. Practice Makes Perfect (and Calmer) Familiarity reduces fear. Regularly practice with past papers and mock tests. This isn't just about testing your knowledge; it's about getting comfortable with the exam format, timing, and question types. The more you simulate the exam environment, the less daunting the real thing will feel. Analyze your mistakes to turn weaknesses into strengths. Prioritize Well-being: Your Secret Weapon Your mental and physical health is just as important as your notes. Don't sacrifice sleep for study. A well-rested brain performs far better. Incorporate short breaks, healthy snacks, and some form of physical activity into your routine. Stay Positive, Stay Realistic Acknowledge that some stress is normal, but don't let it consume you. Focus on progress, not perfection. Celebrate small wins. If you hit a roadblock, take a deep breath, review, and try a different approach. Trust in the consistent effort you've put in. By embracing these strategies, you'll not only perform better but also navigate the process with a calmer, more confident mindset.						About Me
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10. Rethinking transportation: Bicycle, carpooling, and public transport

https://www.blogger.com/rethinkingourride/bicyclescarpoolingandpublictransport					
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Rethinking Our Ride: Bicycles, Carpooling, and Public Transport In a world grappling with traffic congestion, rising fuel costs, and urgent climate concerns, our daily commute is ripe for a revolution. The default reliance on single-occupancy cars is no longer sustainable, efficient, or, frankly, enjoyable. It's time to seriously rethink our transportation choices and embrace the power of bicycles, carpooling, and public transport. Bicycles: The humble bicycle is a powerhouse of benefits. For shorter commutes, it's often the fastest way to get around, effortlessly bypassing traffic jams. Beyond the environmental perks of zero emissions, cycling offers an incredible health boost, integrating exercise into your daily routine. It's cost-effective too, eliminating fuel costs, parking fees, and expensive maintenance. More cities are investing in cycling infrastructure, making it safer and more appealing than ever before. Carpooling: Why drive alone when you can share the ride? Carpooling is an immediate win-win-win. It drastically reduces the number of vehicles on the road, easing congestion and lowering emissions. For individuals, it cuts fuel costs, tolls, and parking expenses, making daily commutes significantly cheaper. Plus, it can turn a mundane drive into an opportunity for social connection, fostering camaraderie among colleagues or friends. Apps and office programs make finding carpool partners easier than ever. Public Transport: Buses, trains, metros – robust public transport systems are the backbone of sustainable urban living. They offer an efficient way to move large numbers of people, dramatically reducing individual carbon footprints. Opting for public transport means less stress from driving and parking, allowing you to use your commute time for reading, working, or simply relaxing. While initial infrastructure costs can be high, the long-term societal benefits in terms of cleaner air, less traffic, and greater accessibility are immense. Shifting our mindset from solo driving to collective and active transportation is a powerful step towards a greener, more enduring future. It's not just about getting from A to B; it's about choosing a healthier, more economical, and environmentally responsible way to move. Let's embrace these alternatives and redefine our journey.					Search
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Exercises on Content Writing (page 147)

Q.3. (a) Generate content for a 200-word article about the importance of fitness for youth. End the article promoting a new fitness club you have started for youngsters. Give all the necessary details required for customers to access your club.

Ans.

The Importance of Fitness for Youth

The boundless energy of youth is a gift, but nurturing it with regular physical activity is crucial for a healthy, happy future. In an increasingly digital world, where screens often replace playgrounds, the importance of fitness for youngsters cannot be overstated.

Regular exercise builds strong bones and muscles, enhances cardiovascular health, and boosts the immune system, laying a robust foundation for lifelong well-being. Beyond the physical, fitness significantly impacts mental health. It reduces stress, improves mood, and can even boost academic performance by increasing focus and cognitive function. Active children sleep better, develop better coordination, and learn valuable life skills like teamwork and discipline through sports and group activities. Investing in a child's fitness today is investing in their vibrant tomorrow.

To empower the next generation with a love for movement, we're thrilled to announce the grand opening of "**YouthFit Hub**" – your ultimate fitness destination designed exclusively for youngsters aged 6-16!

Located at **Ground Floor, Galaxy Mall, Adajan, Surat**, YouthFit Hub offers dynamic programs including martial arts, yoga, functional training, and team sports, all led by certified and passionate instructors. Our state-of-the-art facility provides a safe, engaging, and fun environment for your child to thrive.

Join us for a free trial class! Call **+91xxxxx43210** or visit **www.youthfithub.in** to enrol your child and kickstart their journey to a healthier, happier life. Follow us on Instagram **@YouthFitHubSurat** for updates and challenges!

Q.3. (b) Design content for a 200-word article about the benefits of reading. End the article with an attractive passage about the new book club you have started. Give all necessary details required for customers to access your club.

Ans.

Unlock Your Potential: The Transformative Power of Reading

In our fast-paced world, carving out time for reading might seem like a luxury, but it's an investment with incredible returns. Reading is more than just a pastime;

it's a powerful tool for personal and intellectual growth.

Firstly, regular reading expands your knowledge base and vocabulary. Each page you turn exposes you to new ideas, cultures, and perspectives, enriching your understanding of the world. Secondly, it sharpens your cognitive abilities, improving focus, memory, and analytical thinking. Engaging with narratives and complex arguments strengthens your brain, much like exercise strengthens your muscles. Beyond the intellectual gains, reading offers a unique form of stress relief, allowing you to escape into different worlds and temporarily set aside daily worries. It fosters empathy by inviting you to step into the shoes of diverse characters and promotes creativity by sparking your imagination.

Ready to embark on a literary adventure and connect with fellow book lovers? Join our brand-new "Surat Literary Circle"! We'll be exploring a fascinating range of genres, from captivating fiction to insightful non-fiction, fostering lively discussions and shared discovery. Our first meeting is on **October 15, 2025, at 6:30 pm**, at **The Reader's Corner Cafe, Opposite Reliance Market, Vesu, Surat**. To reserve your spot and receive updates, simply send a WhatsApp message to **+91xxxxx43210** or email us at **suratliterarycircle@email.com**. We can't wait to turn the page with you!

Exercises on Content Writing (Page 153)

Q.C.1 You work for a travel agency. Write a 'how to' blog post in around 200 words on planning for a trip to any tourist destination of your choice. End your blog with a mention of the services provided by your travel agency.

Ans.

How to Plan the Perfect Trip to Manali, Himachal Pradesh

Planning a trip to the picturesque town of Manali? Nestled in the Himalayas, Manali is a paradise for nature lovers, adventure seekers, and peace finders alike. Here's how you can plan a smooth and memorable trip:

- 1. Choose the Right Time:** Visit between March to June for pleasant weather or December to February for snowfall and winter sports.
- 2. Set a Budget:** Decide how much you want to spend on travel, accommodation, food, and activities.
- 3. Book in Advance:** Reserve hotels and transport (flights, buses, or taxis) at least a month ahead, especially during peak season.
- 4. Pack Smart:** Carry warm clothes, especially during winter. Don't forget essentials like ID proofs, medicines, and travel chargers.
- 5. Plan Activities:** Include top attractions like Solang Valley, Rohtang Pass, Hidimba Temple, and local shopping in Mall Road.
- 6. Stay Safe:** Keep emergency numbers handy and stay updated on weather and road conditions.

At Himalayan Horizons Travel Agency, we offer complete travel packages to Manali, including customized itineraries, hotel bookings, transport, guided tours, and 24/7 support.

Let us handle the planning while you enjoy the journey.

Contact us today to plan your dream getaway!

Q.C.2 Imagine that you are a soft skills trainer. Design a 'list-based' blog post in about 200 words on how to overcome stage fright during public speaking events. End your blog with a mention of how you can help the readers and provide your contact details.

Ans.

How to Overcome Stage Fright in Public Speaking – A Quick Guide

Stage fright is natural, but it doesn't have to stop you from shining on stage. Here are simple ways to manage it:

☐ **Prepare Thoroughly**

Know your content inside out. Practice until you're confident. Rehearse in front of friends or a mirror.

☐ **Start Small**

Begin with small groups before moving to larger audiences. Confidence grows with experience.

☐ **Use Deep Breathing**

Take slow, deep breaths before stepping on stage. This calms your nerves and steadies your voice.

☐ **Visualise Success**

Imagine yourself speaking confidently and getting applause. Positive visualisation boosts your performance.

☐ **Connect with the Audience**

Focus on friendly faces. Smile. Treat it like a conversation, not a performance.

☐ **Accept Mistakes**

Everyone makes them. Keep going. Most people won't even notice!

☐ **Work on Body Language**

Stand tall, make eye contact, and use gestures. It builds confidence and connects you with listeners.

As a Soft Skills Trainer, I help students and professionals become confident public speakers.

☐ **Contact:** miteshsoftskills@gmail.com

☐ **Location:** Surat | ☐ **Online & offline sessions available**

Let's conquer stage fright — together!

Q.C.3 You work for a company which produces sports equipment. Write an online article in around 500 words, in a narrative format, describing the life, struggles and achievements of any medal-winning Indian sportsperson at the recent 2020 Olympics held in Tokyo. The aim of your article should be to inspire youngsters to take up sports. End with a very brief mention of your company.
Ans.

Chasing Gold: The Neeraj Chopra Story – A Javelin That Made History

When a 23-year-old from Haryana hurled a javelin into the Tokyo sky and watched it land at 87.58 meters, he didn't just win India its first-ever Olympic gold in athletics — he inspired a billion hearts. This is the story of Neeraj Chopra, a young man who turned his struggle into strength and gave Indian sports its golden moment at the 2020 Tokyo Olympics.

Born in a small village in Panipat, Neeraj was like any other restless child. Overweight in his early years, he was encouraged to be more active. That push led him to a local stadium where he first saw someone throw a javelin — and something clicked. With no fancy equipment or modern training at first, he practiced with borrowed javelins and trained under local coaches.

His journey wasn't easy. Injuries came often, and at one point, a serious elbow injury in 2019 threatened to halt his progress. But Neeraj was not one to give up. With resilience and patience, he worked through recovery, trained harder, and returned stronger — both physically and mentally.

His Tokyo journey was more than a performance; it was a statement. A powerful throw, steady nerves, and a calm smile — Neeraj's gold was historic!

What makes Neeraj truly inspirational is his humility. Post-victory, he credited his coaches, physios, and the people who stood by him. He became an instant youth icon — not because he flaunted medals, but because he showed that passion, discipline, and belief can overcome any obstacle.

His success has sparked fresh interest in athletics across India. Schools are now encouraging students to explore field sports. Youngsters are curious about javelin, shot put, wrestling, and more. Neeraj Chopra didn't just win a medal — he lit the torch for a sports revolution in India. His story reminds us that you don't have to come from perfect circumstances to make it big.

At ProEdge Sports, we believe in nurturing dreams like Neeraj's. Our sports equipment is crafted to support every athlete's journey — from playgrounds to podiums.

Train with passion. Perform with ProEdge.

Exercises on Content Writing (Page 157)

3. Given below is content for a website giving instructions on items to be packed for participating in a nature camp. Design the content in a reader-friendly manner. A list-based format would be preferable. You are free to use your creativity to make the content as clear and appealing as possible, without changing the meaning.

Jungle Bells Nature Camp

Once registration is completed, campers will receive a list of items to be taken for their camp in the Araku Valley. It is a good idea to make use of old clothes in the jungle. We advise campers not to pack too many items. Campers need to get a wool top or sweater, wool socks, rain gear (jacket and pants), wind top and pants (quick drying variety), broken in trail or hiking boots in good condition, shorts, swimming trunks, t-shirts, sleeping bags, bedding etc. Please bring your musical instruments, books and hobby items too.

Ans.

☐ **Jungle Bells Nature Camp – Packing List for Campers** ☐

Location: Araku Valley

Once you've completed your registration, it's time to get ready for an unforgettable adventure in nature!

Here's a handy checklist to help you pack smart and light for the camp:

- ☐ Clothing Essentials
- ☐ Use old, comfortable clothes – perfect for outdoor activities
- ☐ Wool top or sweater – to keep you warm during chilly evenings
- ☐ Wool socks – essential for cold nights
- ☐ Rain gear – waterproof jacket and pants
- ☐ Windproof jacket and pants – choose quick-drying material
- ☐ Broken-in hiking or trail boots – must be in good condition
- ☐ Shorts – ideal for day activities
- ☐ T-shirts – light and breathable
- ☐ Swimming trunks – for water-based activities
- ☐ Sleeping Gear & Bag
- ☐ Bedding – lightweight and easy to carry
- ☐ Extras (Optional but Recommended)

› Musical instruments – for campfire fun

- ☐ Books – for quiet moments in nature
- ☐ Hobby materials – sketchbooks, cameras, craft items, etc.

> Note: Try not to overpack. Carrying fewer, purposeful items makes your journey more comfortable and enjoyable.

Happy Camping! ☐

– Jungle Bells Team

Exercises on Content for Social Media (pg-162)

Q.C.1. Prepare a one-line humorous tagline for a sanitizer. Use a personable tone. This is for an advertisement of Facebook (maximum 15 words). Prepare 5 hashtags for the same ad, to be posted on Twitter and Instagram. Each hashtag should not exceed three words.

Ans.

Sanitizer
Tagline: "Your hands called—they want a date with our sanitizer (germs not invited)!"
Hashtags: \#CleanHands \#ByeByeGerms \#StayFresh \#HandyHelper \#SafeAndClean

Q.C.2. Prepare an ad copy in 2 to 3 lines for a video game in a personable tone. Use language that will specifically target the age group of 15-18-year-olds (maximum 30 words). Prepare five hashtags for the same advertisement, to be posted on Twitter and Instagram. Each hashtag should not exceed three words.

Ans.

Video game
Ready to level up your boredom? Dive into epic battles, crazy challenges, and nonstop fun — this is the game your squad won't stop talking about!
Hashtags: \#GameOn \#NextLevelFun \#SquadPlay) \#TeenGamerLife \#PlayRepeatWin

UNIT 4: ENGLISH FOR ADVERTISING

NOTE: THEORY QUESTIONS WILL NOT BE ASKED IN EXAM BASED ON THIS TOPIC OF ENGLISH FOR ADVERTISING. THE THEORY PROVIDED HERE IS FOR YOUR UNDERSTANDING. ONLY PRACTICAL QUESTIONS WILL BE ASKED IN EXAM ON THIS TOPIC.

Guidelines for Writing Effective Ads

Writing effective ads is a blend of art and science. It requires understanding your audience, crafting compelling messages, and presenting them in a way that drives action. Here's a comprehensive guide:

1. Understand Your Foundation

- **Define Your Objective:** What do you want your ad to achieve? (e.g., build brand awareness, generate leads, drive sales, change perceptions, encourage immediate response).
- **Know Your Target Audience:** This is paramount.
 - Who are they (demographics, psychographics)?
 - What are their needs, behaviours, interests, and pain points?
 - What problems do they want to solve, and what are their aspirations?
 - What media do they consume?
 - Tailor your message and tone to resonate with *them*.
- **Identify Your Unique Selling Proposition (USP):** What makes your product or service different and better than the competition? Why should someone choose *you*?
- **Choose the Right Medium:** The platform dictates the format and length of your ad (e.g., social media, print, radio, TV, search ads, email). Optimize your ad for each specific channel.

2. Craft Compelling Copy

- **Headlines are Crucial:**
 - **Grab Attention:** This is the first thing people see. Make it concise, engaging, and relevant.
 - **Highlight Benefits:** Focus on "What's in it for me?" rather than just features.
 - **Arouse Curiosity:** Ask a question or present a compelling statement that the ad will answer.
 - **Be Newsy or Topical:** If relevant.
 - **Use Strong Verbs and Emotional Triggers:** Words that create a sense of urgency, exclusivity, happiness, or solve a problem.
 - **Avoid:** Overcomplicated phrases, clichés, empty boasts, or misleading claims.
- **Engaging Body Copy:**
 - **Focus on Benefits, Not Just Features:** How does your product/service improve the customer's life or solve their problem?
 - **Tell a Story:** People connect with narratives.
 - **Be Clear, Concise, and Simple:** Avoid jargon. Use language your audience understands immediately.
 - **Use Active Voice:** Makes your writing more direct and dynamic.
 - **Break Up Text:** Use short paragraphs, bullet points, or numbered lists for readability.
 - **Be Honest and Credible:** Support claims with facts, statistics, precise information, or testimonials. Avoid exaggerating.

TYBCOM SEM-5 STUDY MATERIAL for Skill Enhancement Course (SEC)
Subject: ADVANCED COMMUNICATION SKILLS IN ENGLISH – V (ACSE-V)

- **Create Urgency (FOMO):** If applicable, use phrases that encourage immediate action (e.g., "Limited time offer," "While supplies last").
- **Address Pain Points:** Show you understand your audience's challenges and offer a solution.
- **Strong Call to Action (CTA):**
- **Clear and Specific:** Tell people exactly what you want them to do (e.g., "Shop Now," "Learn More," "Sign Up," "Call Today," "Get a Free Quote").
- **Create Urgency:** If appropriate, add a time element (e.g., "Buy yours today," "Start your free trial now").
- **Make it Easy to Respond:** Include all necessary contact details (website, email, phone number, physical address). Consider QR codes for digital ads.

3. Design and Visuals

- **Eye-Catching Visuals:** High-quality images, videos, or illustrations can significantly enhance impact and grab attention. They should support your message and align with your brand's aesthetic.
- **Balance Text and Imagery:** Avoid overwhelming the audience with too much text. Visuals should complement, not distract.
- **Clear Typefaces (Fonts):**
- Choose readable fonts and appropriate sizes.
- Select a font that reflects your brand's image.
- Avoid ornate or reversed-out type for small print.
- Don't mix too many different typefaces.
- **Professional Appearance:** Whether DIY or professionally designed, ensure your ad looks polished and credible.

4. Strategic Considerations

- **AIDA Model:** A classic framework for ad creation:
 - **Attention:** Hook the audience with a strong headline/visual.
 - **Interest:** Build interest by highlighting benefits and relevance.
 - **Desire:** Create a desire for the product/service by showing how it solves problems or fulfills needs.
 - **Action:** Provide a clear call to action.
- **Relevance:** Your ad should be highly relevant to your target audience and what they are looking for. For online ads, use relevant keywords.
- **Consistency:** Maintain a consistent brand voice, style, and messaging across all your advertising efforts.
- **Integrate with Landing Pages:** If your ad links to a landing page, ensure the message and offer are consistent and continue the user's journey seamlessly. The landing page's job is to convert.
- **Be Memorable:** Good ads are catchy and leave a lasting impression.
- **Test and Optimize:**
- Create multiple versions of your ad with different messages.
- Test different elements (headlines, visuals).
- Monitor performance metrics (clicks, conversions, impressions).
- Analyze results and make data-driven adjustments to continuously improve your campaigns.

Exercises on English for Advertising (Exercises on page 166)

Q.C. Analyze a popular ad of your choice (dairy product / detergent / perfume / medicine / insurance / jewelry / garment /tea / coffee / wafer / biscuit / chocolate). Examine and rate (out of 10 points) the tagline and the compelling offer in each ad. Give reasons for your choice and your ratings.

Sample Ad 1



Ans. Amul Gold Ad Analysis:

- **Category:** Dairy product - milk
- **Target Audience:** Families and households, particularly mothers, seeking a rich, creamy, and high-quality milk for daily consumption.
- **Message Conveyed:** Amul Gold is a delicious and premium milk product ("creamilicious"). It's a wholesome, trustworthy product from a reliable brand that's a national favourite.
- **Emotional Appeal:** The ad evokes feelings of trust, nostalgia, and happiness through its use of the iconic Amul girl and idyllic countryside imagery. It connects with a sense of national pride and community.
- **Content, Language, Style:** The content is simple and direct. The language is a blend of Hindi ("Amul Doodh Peeta Hai India") and English, making it accessible across India. The style is friendly and inviting.
- **Purpose:** Primarily to build **brand awareness**, maintain **desire** for the product, and reinforce customer loyalty, leading to a purchasing **action**.

Ad Rating: 9/10: Excellent use of the iconic Amul girl and national tagline. The ad's core message of "delicious and creamy" is simple and effective. It successfully leverages trust, nostalgia, and a sense of community to connect with its audience.

Sample Ad 2



Ans. Balaji Wafers Ad Analysis:

- **Category: Wafers**
- **Target Audience:** The ad targets a broad demographic, including children, teenagers, and young adults, who are casual snack consumers. It also appeals to families who buy snacks for school lunches or evening treats.
- **Message Conveyed:** The core message is that Balaji offers a wide and exciting variety of flavours, catering to every taste preference. The tagline "Wafers ZYAADA FLAVOURS Wah Wah" directly communicates this abundance and deliciousness.
- **Emotional Appeal:** The ad evokes feelings of fun, satisfaction, and excitement. The vibrant colours and playful language create a cheerful mood, suggesting that Balaji wafers are a source of simple joy and a great way to enjoy a break.
- **Content, Language, Style:** The content is straightforward, focusing on showcasing the product variety. The language is Hinglish (a mix of Hindi and English), using words like "Zyaada" and "Wah Wah," which makes it relatable to a pan-Indian audience. The style is modern, vibrant, and energetic, appealing to a younger demographic.
- **Purpose:** The ad's main purpose is to build **brand awareness** and generate **interest** by highlighting the wide range of flavours. It aims to position Balaji as a brand with more options than its competitors, encouraging consumers to try different flavours and ultimately choose Balaji over other brands.

Ad Rating: 8/10 : The message of "more flavours" is communicated instantly and effectively. The use of Hinglish makes the ad highly accessible and relatable to the target audience. Displaying five distinct packs immediately highlights the brand's variety and makes the ad visually appealing.

Sample Ad 3



Ans. Parle-G Ad Analysis:

- **Category: Biscuit**
- **Target Audience:** The ad targets a very broad audience, from children to adults, particularly those who are value-conscious. It appeals to families, students, and people from all socio-economic backgrounds.
- **Message Conveyed:** The core message is twofold: 1) Parle-G is an affordable, high-quality, and tasty biscuit. 2) The "G" stands for "Genius," which reframes the brand's identity and highlights its smart approach to delivering value. This cleverly updates the brand's meaning while retaining its core identity.
- **Emotional Appeal:** The ad evokes a powerful sense of nostalgia and trust. The iconic image of the Parle-G girl connects with decades of fond memories. The new messaging about "Genius" also inspires feelings of intelligence and empowerment, suggesting that choosing Parle-G is a smart decision.
- **Content, Language, Style:** The ad uses a simple, direct, and informative style. The language is primarily English, but the brand itself is a cultural icon in India, transcending language barriers. The content is designed to be a conversation starter and correct a common misconception.
- **Purpose:** The ad's main purpose is to maintain **brand awareness** and reinforce **desire** by correcting a misconception and adding a new, positive layer to the brand's identity. It aims to revitalize the brand's image for a new generation of consumers while keeping its core audience engaged.

Ad Rating: 9.5/10: The ad's central message—redefining "G" as "Genius"—is a marketing masterstroke. It's memorable, clever, and provides a fresh perspective on a classic brand. It expertly leverages the iconic mascot and packaging to evoke deep-seated trust and nostalgia, which are powerful drivers of consumer loyalty. The ad's message is easy to understand and delivers its point quickly and effectively.

Sample Ad 4



Ans. Fortune Sunflower Oil Ad Analysis:

- **Category: Edible oil**
- **Target Audience:** The ad targets health-conscious families and homemakers in India who make the daily purchasing decisions for cooking oil. It specifically appeals to those who enjoy traditional Indian food but are also concerned about their health.
- **Message Conveyed:** The primary message is that you can "Eat well, Feel light." This directly addresses the common consumer dilemma of wanting to enjoy delicious, often fried, Indian food without the heavy, greasy feeling. The ad positions Fortune Sunflower Oil as a solution that allows for both great taste and a feeling of lightness and health.
- **Emotional Appeal:** The ad evokes a feeling of joy and satisfaction. The image of a woman in traditional attire happily eating a fried snack suggests that Fortune Oil enables one to enjoy rich food guilt-free. The tagline, "Eat well, Feel light," provides a reassuring and positive feeling.
- **Content, Language, Style:** The content is simple and direct. The language is English, making it accessible to an urban audience. The style is vibrant and aspirational, with a warm colour palette and a well-dressed model enjoying food.
- **Purpose:** The ad's main purpose is to build **brand awareness** and reinforce **desire** for Fortune Sunflower Oil by addressing a key consumer concern and positioning the product as a healthy, guilt-free choice.

Ad Rating: 9/10: The ad perfectly addresses a major consumer concern—the guilt of eating fried food—and presents a simple solution. The taglines are memorable and directly communicate the brand's key benefits and market leadership. The vibrant and happy imagery connects the product with positive emotions and cultural familiarity.

Sample Ad 5



Ans. Amul Sugar-Free Dark Chocolate ad analysis:

- **Category:** Chocolate
- **Target Audience:** The ad effectively targets individuals with diabetes and the general health-conscious population by highlighting the "sugar free" aspect and using the hashtag #WorldDiabetesDay.
- **Purpose:** The purpose is to position the product as a guilt-free indulgence, allowing consumers to enjoy chocolate without the added sugar, which is a strong selling point for the target demographic.
- **Appeal:** The primary appeal is health-oriented and emotional. It links the sugar-free nature of the product to "stress-free indulgence," suggesting a positive emotional experience tied to a healthy choice.
- **Pricing:** The ad omits pricing, focusing on the product's benefits and features. This is a standard strategy, as price information can be easily found elsewhere.
- **Language and Style:** The language is clear and persuasive, using bold and italicized text to emphasize key benefits. The blue background creates a calming, trustworthy visual.
- **Rating:** 8/10. The ad is highly effective in clearly communicating its value proposition and targeting a specific niche. It successfully links the product to a positive, health-conscious lifestyle. The only minor drawback is the lack of a memorable, lasting tagline.

Sample Ad 6



Ans. Patanjali Aarogya Multi Grain Biscuits Ad Analysis:

- **Product:** Healthy multi-grain biscuits.
- **Target Audience:** Health-conscious families in India looking for natural snacks rooted in traditional wellness.
- **Goal:** Promote the biscuits as the go-to healthy snack for the rainy season.
- **Key Message:** Patanjali Aarogya biscuits offer a tasty, guilt-free treat made with multi-grain flour to enjoy on cozy monsoon days.
- **Content and Language:** The ad uses simple and direct language. The headline "Monsoon Special" immediately sets the context. The brand and product names, "Patanjali Aarogya" (Health), directly communicate the brand's core value proposition of wellness. The text also highlights key ingredients and benefits.
- **Visuals & Tone:** Simple and direct. The image pairs a raindrop-covered windowpane with the biscuit and packaging to quickly set a warm, rainy-day mood.
- **Verdict (Rating: 6/10):** A solid, functional ad that clearly highlights health benefits and seasonal appeal, though it lacks deep emotional storytelling or standout creativity.

Sample Ad 7



Ans. Coca Cola Ad Analysis:

- **Category:** Soft drink
- **Target Audience:** People in hot climates experiencing high temperatures, looking for a refreshing drink.
- **Purpose:** To increase sales of Coca-Cola at McDonald's by highlighting its refreshing qualities on a hot day.
- **Message:** A cold Coca-Cola is the perfect solution to beat the heat. The ad links a specific high temperature ("102°") directly to the need for refreshment.
- **Content and Language:** The ad uses simple, direct language and a temperature gauge to create a sense of urgency and relevance. The phrase "102° reasons to refresh yourself" is a clever play on words.
- **Product Appeal:** The photo of a large, frosty cup of Coca-Cola with ice and condensation makes the product look extremely appealing and thirst-quenching.
- **Brand and Co-branding:** The collaboration between McDonald's and Coca-Cola leverages the brand recognition of both companies, reinforcing the idea that a cold Coca-Cola is readily available at McDonald's.
- **Image:** The image is the central element, visually conveying a sense of relief from the heat and making the product look irresistibly cold.
- **Rating: 9/10:** This ad is a perfect example of a successful, context-specific campaign. It leverages a real-world problem (heat) and presents a direct, simple solution (a cold Coca-Cola). The visual of the frosty cup is highly effective and immediately creates a desire for the product.

Sample Ad 8



Ans. Mc Donald's Ad Analysis:

- **Product/Category:** Fast food (Brand Heritage).
- **Target Audience:** Internal teams (employees, franchisees), business partners, and advertising/brand history enthusiasts, rather than regular fast-food customers.
- **Goal:** Celebrate the brand's cultural impact and history by highlighting Ronald McDonald as one of the top advertising icons of the 20th century.
- **Key Message:** McDonald's is a timeless, iconic institution. Ronald McDonald represents more than just fast food—he is a historic symbol of the brand's core values.
- **Content and Language:** The language is celebratory and historical ("TOP AD ICONS OF THE 20TH CENTURY"). The content focuses on brand heritage rather than a specific product or offer.
- **Brand Appeal:** The appeal is based on brand loyalty, nostalgia, and a sense of shared cultural history. It doesn't rely on product-specific appeal but on the strength and recognisability of the brand itself.
- **Visuals & Tone:** Positive and nostalgic. It features Ronald McDonald holding a "McDonald's Way" street sign set against the classic red-and-yellow golden arches background.
- **Verdict (Rating: 6/10):** Highly effective as a brand-building and celebratory tribute, but it lacks consumer-focused product appeal or a direct call to action to drive food sales.

Sample Ad 9



Ans. Tide Detergent Ad Analysis:

- **Product/Category:** Laundry detergent.
- **Target Audience:** Mid-20th-century housewives, based on the traditional assumption of the era that women handled all household laundry.
- **Goal:** Convince homemakers that Tide cleans better than any competitor to drive sales.
- **Key Message:** Tide is a breakthrough product that makes laundry day easier by getting clothes whiter and cleaner than any other soap.
- **Content and Language:** The ad uses bold, declarative statements like "TIDE'S GOT WHAT WOMEN WANT!" and "TIDE GETS CLOTHES CLEANER." The language is a mix of exclamation and detailed product benefits ("What's CLEANSE?" "What's WHITEST?"). The text is dense and informative, common for print ads of this era.
- **Product Appeal:** The appeal is based on efficacy and ease. It promises a superior clean, making laundry less of a chore. The product box is prominently displayed and clutched lovingly by the model, suggesting it's a desirable and trusted solution.
- **Photo/Image:** The stylized illustration features a beaming, idealized woman lovingly embracing a box of Tide. The surrounding vignettes show the detergent's powerful action and the end result of clean, bright clothes on a clothesline. The imagery reinforces the joy and satisfaction associated with the product.
- **Visuals & Tone:** Enthusiastic and bold. The illustration shows a smiling woman happily hugging a Tide box, surrounded by images of sparkling clean clothes drying on a clothesline.
- **Verdict (Rating: 7/10):** A very powerful and clear ad for its era that effectively highlighted product strength, though its traditional gender roles feel outdated by modern standards.

Sample Ad 10



Ans. Crush Soft Drink Ad Analysis:

- **Category: Soft Drink**
- **Target Audience:** General consumers, likely families and young adults, looking for a refreshing beverage to enjoy during social gatherings or leisure time. The ad's aesthetic suggests a mid-20th-century audience.
- **Purpose:** To promote Orange Crush as a delicious and enjoyable soft drink, associating it with happiness, relaxation, and social moments.
- **Message:** Drinking Orange Crush is synonymous with taking a break, smiling, and enjoying life. The beverage is positioned as a key component of a happy, relaxed lifestyle.
- **Content and Language:** The ad uses a simple, catchy tagline: "Sip a Smile... Relax a while!" This rhyming phrase is memorable and ties the product to positive feelings. The text is minimal, focusing on the mood and atmosphere rather than technical product details.
- **Product Appeal:** The appeal is emotional and aspirational. The focus is on the positive feelings and social connections that the product facilitates. The visual of the cold, inviting bottle is central to creating a desire for the drink.
- **Photo/Image:** The ad features a large, central illustration of a bottle of Orange Crush with a straw, making it the hero of the image. Surrounding it are smaller vignettes showing a family and friends enjoying the drink in a relaxed, social setting. This imagery reinforces the product's association with leisure and happiness. The bottle caps with the brand logo add a playful, graphic element.
- **Rating:** 8/10. This ad is very effective because it successfully sells an experience and a feeling, not just a product. The simple, memorable tagline and the aspirational imagery of a happy, relaxed lifestyle create a strong emotional connection with the viewer. It's a classic example of lifestyle advertising that remains relevant in its approach today, even if the style is dated.

Sample Ad 11



Ans. Surf Excel Detergent Ad Analysis:

- **Category: Detergent**
- **Target Audience:** Parents, particularly mothers, in India. The ad's cultural context and language ("Daag Achhe Hain" - Stains are good) are specifically tailored to this demographic.
- **Purpose:** To shift the perception of stains from a negative chore to a positive sign of a child's learning and growth, thereby positioning Surf Excel as the solution that enables this positive behaviour without the worry of laundry.
- **Message:** Stains are not a problem; they are a sign of a child's positive experiences like playing, helping others, and exploring. Surf Excel is the brand that understands this and provides a powerful solution to remove these stains.
- **Content and Language:** The ad is built entirely around the famous and highly successful tagline, "Daag Achhe Hain." This phrase re-frames the entire laundry problem and is instantly recognizable in the Indian market. The language is simple, emotional, and culturally resonant.
- **Product Appeal:** The appeal is emotional rather than just functional. Instead of just promising a clean, it promises a guilt-free parenting experience. It reassures parents that they can let their children get messy while playing and learning because Surf Excel will handle the stains.
- **Photo/Image:** The image shows children and adults getting dirty while engaging in positive activities (playing in mud, helping an elder). The central placement of the Surf Excel product pack visually promises that this "problem" is easily solved. The split-screen nature of the image (messy play on one side, helping on the other) showcases the different ways stains are a positive outcome.
- **Rating:** 10/10. This is an iconic and highly effective ad campaign. It completely transformed the conversation around laundry by tapping into a deep emotional insight about parenting. The tagline is one of the most successful in modern advertising, and the campaign successfully built a strong emotional bond between the brand and its consumers, making it a market leader.

Sample Ad 12



Ans. Red Label Tea Ad Analysis:

- **Category:** Fast Moving Consumer Goods (FMCG) - Tea
- **Target Audience:** The ad targets a broad Indian audience, particularly families and communities who value togetherness and social connection. The setting suggests a focus on the middle-class or general population that drinks tea as a daily ritual.
- **Purpose:** To position Red Label tea as more than just a beverage; it is a catalyst for bringing people together and fostering meaningful conversations and connections.
- **Message:** Red Label tea is the foundation of genuine human connection. The simple act of sharing a cup of Red Label can bridge differences and bring people from various backgrounds together.
- **Content and Language:** The ad's message is conveyed through the visual narrative of people from different walks of life coming together. The phrase "Swaad apnapan ka" (The taste of togetherness/belonging) serves as the core tagline, reinforcing the emotional benefit of the product. The tagline is culturally resonant and instantly understandable to the target audience.
- **Product Appeal:** The appeal is deeply emotional and cultural. It's not about the taste of the tea alone, but about the feeling of warmth, belonging, and community that it represents. The image of two steaming cups on the pack reinforces the idea of sharing.
- **Photo/Image:** The scene depicts a group of men sitting together, possibly at a tea stall, laughing and talking. The prominent, oversized Red Label tea box in the background acts as the central, unifying element. The relaxed, communal atmosphere shown in the image directly supports the "taste of togetherness" message.
- **Rating:** 9/10. This is a very effective ad for the Indian market. It taps into the deep-seated cultural significance of tea as a social ritual. The emotional message is powerful and relatable, successfully moving the product beyond a simple commodity to a symbol of community and connection. The tagline is iconic, and the ad's narrative-driven approach creates a lasting brand impression.

Examples of classified ads in a newspaper:

Example 1

Flat for sale
New 3BHK luxury flat, complete with interior furnishings.
Located in Jubilee Hills, Hyderabad.
Close to reputed educational institutions, malls and hospitals.
Well-connected to airport and railway station.
Expected price INR 1.5 crore.
Contact Number: Rajiv – 90xxxxxxx.
Brokers will not be entertained.

Example 2

Teachers required
ABC public school
Vesu, Surat
Invites applications from
Experienced, qualified candidates
Interested candidates please apply online
Website: www.abcschool.com

Example 3

NOW HIRING!
SWIGGY
Exciting Job Opportunity in Surat
Rs. 20000 to 25000 Per Month
We want delivery executives
Full Time & Part time
Weekly payouts
Walk-in Interview
Supath Enclave, Shop No. 325
Adajan, Surat
Interested?
Call: xxxxx12345

Example 4

ACCOUNTANT / Purchase Executive
with Tally Knowledge required
for a reputed Company
in Udhna, Surat. Call-xxxxx67891.
Send Resume to xyz@gmail.com

Example 5

For Sale
Tata Indica
White petrol 2012 model
The vehicle is in excellent condition with
neat and clean bodyline
For queries, contact: Mr Patel – xxxxx49302

Exercises on Newspaper ads (page 169)

C.1.(a) You are Ms Nupur Atre of Pune. You require a mathematics teacher to tutor your son. He is in class 10 under the CBSE Board. Draft a relevant advertisement in not more than 75 words, stating your requirements.

Ans.

Wanted: Mathematics Tutor in Pune

A qualified and experienced Mathematics teacher
to tutor a Class 10 student under the CBSE Board.
The tutor should have a strong grasp of the CBSE syllabus and
be capable of providing home or online classes.
Prior experience with board exam preparation is preferred.

Ms Nupur Atre, Pune

Contact: 98765XXXXX (Call between 10 am – 7 pm)

C.1.(b) You are Mr George Johnson, Assistant Human Resources Manager at Atheena Hotels Limited. Your hotel needs a female receptionist at its Pune branch. Draft an advertisement for the same in not more than 80 words.

Ans.

Wanted: Female Receptionist – Pune Branch

Atheena Hotels Limited is seeking a smart, well-spoken
female receptionist for its Pune branch.

The candidate should be fluent in English and Hindi,
possess good communication and customer service skills,
and have a pleasant personality.

Prior experience in hospitality or
front desk operations is preferred.

Apply with your resume to:

hr@atheenahotels.com

or contact Mr George Johnson, Asst. HR Manager, at
98765XXXXX.

Location: Pune | Position: Full-time

C.1.(c) You are Ms Saluja and you have decided to sell your 2019 Hyundai Verna car. You are located in Pune and wish to sell the car to a buyer in Pune. Draft a relevant ad in not more than 60 words.
Ans.

Car for Sale – 2019 Hyundai Verna

Well-maintained 2019 Hyundai Verna (petrol, manual)
Single owner, excellent condition, insurance up to Dec 2025
Full service history available
Only genuine buyers from Pune may contact
Ms. Saluja, Pune
Call: 98765XXXXX

C.2. Design a classified display ad for the following situation: (Word limit: 100 words) – use special fonts/designs/formats)

Exodus Packers and Movers. Offers services all over India. Specialists in moving all kinds of household and industrial goods. Highlight unique features, offers and necessary contact details.

Ans.

EXODUS PACKERS & MOVERS
Trusted Name in Relocation Across India

- ☐ Household & Industrial Shifting
- ☐ Safe & Timely Delivery
- ☐ Door-to-Door Service
- ☐ Expert Packing Team
- ☐ Fully Insured Transport
- ☐ Affordable Rates & Free Estimates
- ☐ *Special Discount for Advance Bookings!* ☐
- ☐ Call Now: XXXXX 43210
- ☐ Visit: www.exoduspackers.in
- ☐ Offices Across Major Cities in India

Exodus Packers & Movers – We Move, You Relax!

C.3. Design a commercial print ad for the following situation:

(Word limit: 150 words – special pictures/images/fonts/designs/formats are to be used)

Wisdom Educational Loan Services. Offers loan services for Indian students all over Europe. Expertise in offering all kinds of loans for higher studies. Highlight unique features, offers and relevant contact details.

Ans.

**** Unlock Your European Dream! ****

Wisdom Educational Loan Services – Your trusted partner for higher studies in Europe!

Are you an Indian student dreaming of world-class education in Germany, France, the UK, or beyond? Wisdom is here to make that dream a reality with tailored financial solutions.

Why Choose Wisdom?

Europe-Wide Expertise: Specializing exclusively in loans for Indian students pursuing higher education across *all of Europe*. We understand the specific requirements and processes for every country.

Comprehensive Loan Options: From tuition fees and living expenses to travel and accommodation – we cover *all kinds of loans* needed for your academic journey.

Hassle-Free Process: Our dedicated Surat-based team provides end-to-end guidance, simplifying your application and ensuring quick approvals.

Competitive Interest Rates: Benefit from student-friendly interest rates designed to ease your financial burden.

Pre-Admission Sanction: Get your loan approved even before you secure admission, strengthening your university application!

Don't let finances hold you back. Your European adventure begins with Wisdom!

Contact Us Today!
+91 xxxxx 43210
info@wisdomeuloans.com
www.wisdomeuloans.com
Visit Our Surat Office:
107-110, Bhumi Complex, Adajan, Surat, Gujarat

Exercises on TV ads (page 171)

C.1.(a) Design a TV ad for an immunity-boosting drink for young employees who travel frequently and need protection from various infections and diseases.

Ans.

TV Ad Script: Immunity-Boosting Drink – "ShieldUp"

Target Audience: Young, on-the-go professionals

› [Opening Scene] Fast-paced montage of young professionals catching early morning flights, working in crowded offices, commuting in metros, shaking hands in meetings.

› Narrator (Energetic, Confident tone):

"On the move, all day long... deadlines, airports, meetings. You conquer the world—but is your immunity keeping up?"

› [Cut to Scene]

A young woman in formal wear sipping a bright, refreshing drink in her cab.

› Voiceover:

"Introducing **ShieldUp** – the immunity-boosting drink specially crafted for India's busy workforce!"

› [Visuals: Key Features Pop Up]

* Natural Ingredients

* Boosts Daily Immunity

* Fights Cold, Flu & Fatigue

* Ready-to-Drink Anytime, Anywhere

› [Scene: Same professional confidently walking into a meeting, smiling and energized.]

› Narrator:

"Stay strong. Stay unstoppable. Stay protected—with **ShieldUp** by your side!"

› [Closing Frame] Product shot with tagline on screen.

› Tagline (Voice + Text on Screen):

"ShieldUp – Immunity that travels with you!"

› Available at major pharmacies & online stores.

End of Ad – Duration: 30 seconds

C.1.(b) Design a TV ad for a home bakery which supplies a wide variety of customised cakes for all occasions. Orders can be placed online and customer preferences are taken care of perfectly.

Ans.

TV Ad Script: Sweet Nest Home Bakery

Duration: 30 Seconds

Target Audience: Families, young couples, and event planners

› [Opening Scene – Warm, Cozy Kitchen]

› A baker gently ices a colourful cake. Camera pans to shelves of beautifully decorated custom cakes — birthdays, weddings, anniversaries, baby showers.

› Narrator (Cheerful, Heartfelt tone):

"Every celebration has a story... and every story deserves a sweet ending."

› [Cut to: Happy families, a couple celebrating, kids clapping around a birthday cake.]
› Narrator:
"At Sweet Nest Home Bakery, we craft cakes that match your moments—fresh, fabulous, and fully personalized."
› [Visuals: Website and mobile app interface – selecting flavour, design, message. Click 'Order Now'.]
› Text on screen: "Order Online – Easy, Quick & Safe!"
› [Scene: A delivery box opens to reveal a perfect custom cake. Customer smiles with joy.]
› Narrator:
"From our oven to your home—with love in every bite."
› [Closing Frame – Logo and Contact Details]
› Tagline on Screen + Voiceover:
"Sweet Nest Home Bakery – Your Dream Cake, Delivered!"
› Order now at: www.sweetnestcakes.in
› 98765 xxxxx
End of Ad

Exercises on Radio Ads (page 171)

C.2.(a) Design a radio ad for an online/telephonic counseling service for various psychological/mental health problems across age groups. (Time: 60 seconds. Word limit: 125 words)

Ans.

RADIO AD SCRIPT for MindEase Counselling Services

› [Soothing background music begins]
› Narrator (Warm, reassuring voice):
Feeling anxious? Lonely? Stressed? You're not alone.
At MindEase Counselling Services, help is just a call or click away.
Whether you're a student overwhelmed with pressure, a working professional battling burnout, or a senior coping with isolation — our experienced psychologists are here to listen, guide, and support.
Confidential. Convenient. Compassionate.
Counselling available online or over the phone — anytime, anywhere.
› Mental health matters. Don't wait.
› Call us at 1800-123-xxxx
› Or visit [www.mindeasecare.in](<http://www.mindeasecare.in>)
› Narrator (soft echo):
MindEase Counselling – Healing begins with a conversation.
› [Music fades out]
› Ad ends at 60 seconds, 124 words

C.2.(b) Design a radio ad for an interior designing firm specializing in various kinds of office interiors.
(Time: 60 seconds. Word limit: 125 words)

Ans.

RADIO AD SCRIPT for Spacecraft Interiors

- › [Upbeat, modern background music begins]
- › Narrator (Professional, energetic tone):
Is your office space dull, cluttered, or outdated?
Turn it into a place of productivity and pride with **SpaceCraft Interiors** — experts in smart, stylish, and functional office designs!
From startups to offices, conference rooms to co-working spaces — we design it all.
Creative layouts, ergonomic furniture, stunning lighting — tailored to your brand and budget.
- › On-time delivery
- › End-to-end solutions
- › Free first consultation!
- Impress your clients. Inspire your team.
- › Call xxxxx 43210 today
- › Or visit www.spacecraftinteriors.in
- › Narrator (confident tone):
SpaceCraft Interiors – Where your workspace works beautifully.
- › [Music fades out]
- › Ad ends at 60 seconds, 123 words

Exercises on Google ads (page 181)

Q.C.1.(a) Design a Google ad for a home-delivery service for groceries and home essentials.
Ans.

Google Ad – Home Delivery Service for Groceries & Essentials

- Headline 1: Fresh Groceries Delivered to Your Door
Headline 2: Fast, Safe & Contactless Delivery
Headline 3: Order Now & Save Time!
- Description:
Get farm-fresh fruits, vegetables, and daily essentials delivered to your home in just a few clicks! Trusted quality, on-time delivery, and great offers every day. No more queues or heavy bags — shop smart from the comfort of your home.
- Call to Action:
› Order Now at www.quickbasket.in | ☎ 98765 xxxxx
- Sitelinks:
- * Shop Groceries
 - * Household Essentials
 - * Today's Offers
 - * Delivery Areas

Q.C.1.(b) Design a Google ad for an event management agency catering to all kinds of public and private functions.

Ans.

Google Ad – Full-Service Event Management Agency

Headline 1: Expert Event Planners Near You
Headline 2: Weddings, Parties, Corporate Events
Headline 3: Stress-Free Event Solutions
Description:
Make every occasion unforgettable with Elegance Events — your one-stop event management agency! From weddings and birthdays to corporate functions and exhibitions, we handle everything—planning, décor, catering, entertainment & more. Creative ideas, flawless execution, and personalised service guaranteed.
Call to Action:
› Call Now: 98765 xxxxx | › Visit: www.eleganceevents.in
Sitelinks:

* Wedding Planning

* Corporate Events

* Party Décor Packages

* Book a Free Consultation

Q.C.2.(a) Design a Facebook ad for producers and suppliers of organically grown vegetables.

Ans.

Facebook Ad – Organic Veggie Producers & Suppliers

› Image/Video:
A vibrant basket filled with fresh, colourful organic vegetables — tomatoes, spinach, carrots, etc., with a “100% Organic” tag.
› Ad Copy:
Eat Fresh. Live Pure.
Looking for healthy, chemical-free vegetables?
We grow and supply 100% organically grown vegetables — straight from our farm to your doorstep!
No pesticides, no preservatives — just nature’s best, harvested with care.
› Weekly & custom veggie boxes available
› Home Delivery Across \[Your City]
› Certified Organic
› Farm-to-Table Freshness
› Affordable Subscription Plans
› Taste the difference. Switch to organic today!
› Call to Action Button:
\[Shop Now] or \[Send Message]

› Website: www.greenrootsorganic.in

› Contact: xxxxx 43210

Q.C.2.(b) Design a Facebook ad for theme park for youth.

Ans.

Facebook Ad – ThrillZone Theme Park

Target Audience: Youth / Teenagers & Young Adults (16–30 yrs)

› Image/Video:

High-energy video clip or carousel showing roller coasters, water slides, zip lines, VR games, and friends screaming with joy. Bright colours, fast cuts, and upbeat music.

› Ad Copy:

Ready for the Wildest Day of Your Life?

Get your squad and head to ThrillZone Theme Park –
where every second is packed with adrenaline, adventure, and unforgettable
memories!

› Epic Rides | › Crazy Water Slides | › VR Games | › Live DJ Nights

› Located just 30 mins from \[City Name]

› Student Discounts Available!

› Book online & get a FREE ride voucher!

Your adventure starts here. Are you game?

› Call to Action Button:

\[Book Now] or \[Learn More]

› Visit: www.thrillzonepark.in

› Call: xxxxx 43210

› Follow us on Instagram @thrillzonepark
