

Need of Improving English Application- Writing Skill In The School Students

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Abstract

Application-writing in English is an inseparable part of the curriculum prescribed for the students of secondary classes. It does not matter which board of secondary

education the student belongs to, as soon as he joins the ninth class, he is made to write various types of letters including the formal letters and applications meant to be written for various purposes to the different authorities.

In fact, the mind of the students at the secondary level is so receptive and ready to learn more and more. The curriculum is framed in a way that the students of the secondary classes get sufficient opportunity to excel in composition writing, that is, in the writing of letters, applications, paragraph, essays etc.

Application-writing in English is of utmost importance to all, and especially to the students of secondary classes who need to know well how to write an application systematically keeping in view all the parts of the application. In practical life too, knowledge of application writing is very essential because there are occasions when one is expected to submit an application to some officer such as Headmaster or Headmistress, Chairperson of Municipality, Principal, Registrar, Vice-Chancellor, District Collector, Postmaster etc.

The paper deals with all the major aspects of application writing in English language.

Introduction

Language: An Important Means of Communication

Language is a very important means of communication. It is very difficult to think of a society without language. It sharpens people's thoughts and guides and controls their entire activity. It is a carrier of civilization and culture. It reflects the cultural aspects of human society. It is evident that English though a foreign language, has always

occupied a unique position in India especially in the education system.

Restructuring of Secondary Education by Secondary Education Commission

In 1952, the Government of India appointed Secondary Education commission for re-organizing the structure of secondary Education, it supported the study of English and expressed: "It should be recognized that even in regard to many of the diversified courses in instruction as matters stand at present, a knowledge of English will be extremely useful for understanding the subject matter and for further study of the subject".¹ Not only in India, but in the countries like Switzerland and Germany, special arrangements for writing skill development are made.²

Linking of Secondary School Students with Mainstream of English Writing

In the secondary schools of India, and especially of Rajasthan, attempts are made to link the students of the secondary classes to the main stream of English writing. They are being made closer to the trends of writing skill through the writing of compositions, paragraphs, stories, applications, advertisements etc. The present scenario is that some students make a lot of use of computers, they still struggle to read and write in English.³

The tension between the demand for English language education both as a language and as a medium, and the ideal of mother tongue based multilingualism; the three models of curriculum development in the states - adoption of National Curriculum Framework (NCF) fully,

adaption of NCF with modification and development a new curriculum based on the ideas of NCF and their implications on English language curriculum are the felt realities as regards composition writing in English.⁴

Language is the primary medium of communication and expression of thoughts and ideas. In India, there are two official languages- Hindi and English. English has been occupying a dominant position since independence. There have been serious attempts to integrate English language in the school curriculum since 1980s.⁵

English as the Symbol of Quality in Education in India

It will not be wrong to conclude that English in India is a symbol of people's aspirations for quality in education and a fuller participation in national and international life. The visible indicator of this presence of English is that today its teaching being demanded by many to be taught at the very initial stage of schooling, the mushrooming of private English medium schools and the early introduction of English in State schools.

The NCF2005 stresses the use of child's mother tongue as a medium of learning at the primary level. The English teaching profession has consistently recommended a relatively late introduction of English and this is reflected in spirit in policy documents. The level of introduction of English has now become a matter of State policy to respond to people's aspirations, making almost irrelevant an academic debate on the merits of a very early introduction.⁶

English Writing: A Major Aspect of English Curriculum

All the aspects and parts of composition prescribed in the curriculum of English language are important in

themselves, and cannot be ignored in the interest of the students and their writing skill development. The composition section activates the secondary imagination of the students and prepares them to express themselves in words and sentences.

Significance of English Application Writing for Secondary School Students

Application writing in English is a very significant aspect of English writing skill. In India and in Rajasthan particularly, it is important because the teaching of English is made through translation method and the students lack a natural flow of writing. In practical life they need to write applications in English to varied persons for different purposes. This skill can be developed only with the help of the English teachers who can teach them how to write English applications in formats.

As regards the application writing in English, it requires a serious attention of the students because the expressions made throughout the application are formal as per the nature of application. Generally, the English application writing skill of the students is poor and needs improvement which is possible only through the help and guidance of the English teachers.

Objectives of The Study

1. To discuss the role of English grammar in the development of the learning skills
2. To lay emphasis on the necessity of writing skill development for the secondary class students
3. To discuss the importance of composition-writing for the

students of secondary classes

4. To make a special emphasis and focus on the application-writing in English
5. To describe the various parts of application in English
6. To discuss in detail the importance of application-writing in practical life

Conclusion

Though all the sections or parts of English grammar require a serious attention of the students at the secondary level, the composition section requires a special attention of the students. Application-writing in English is a major aspect of English language. At the secondary level, efforts are made by the English teachers to prepare the students to write different kinds of applications.

The application has a specific format. It begins with the address of the person to whom the application is being written followed by the subject of the application. Immediately afterwards the salutation Sir/Madam, a formal beginning is made. In the application, the purpose of the application is mentioned; attention of the concerning authority is drawn towards the problem; request is made politely to resolve the issue; thanks are made and finally, the name of the writer or sender of application is written along with the date of writing the application.

Obviously, at the secondary level, the mind of the students is fertile and receptive, and it is ready to receive as much as is supplied and given. At such a time, application writing in English becomes very important for the students because later there occur the occasions in practical life when

one is supposed to know how to write different types of applications and formal letters. The formats of applications taught at the secondary level prove to be very useful later when the students enter the practical life.

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