



## Epitome : International Journal of Multidisciplinary Research

ISSN : 2395-6968

### To Test and Try out Common Errors Committed by the Students of Higher Secondary Level (Std. XII) in Writing Letters and Reports



Shivaji Dattatraya Lendikar

M. A. (Eng.), M. A. (Pol. Sci.),  
M. Ed., Set (Edn.), C.P.C.T.

Shri Rangnath Maharaj Secondary and Higher  
Secondary School Waghrul (J) Tq & Dist. Jalna-431203

#### ABSTRACT

*English is internationally known and has a worldwide importance. English is the language used at a global level for communication. Everyone in the world wishes to get competence over English. English is a language that is open to change. It absorbs words from all languages. Thus it has a large treasury of words. Our regional languages are also rich and great. But they cannot take the place of English as world language. So, English is a window to knowledge. Common errors are committed when*

*writing job application letters. Report writing is a kind of descriptive composition. It is written to give the clear picture of the incident. Report writing is a write up that is written for other to be read. Reports are documents which are used to provide information or other content after inquiry or investigation .you may find such reports published in news, papers, magazines, science bulletin or written on the notice board.*

#### INDEX TERMS

*Letter writing, Report writing, Stages in report writing, improvement of writing*