

PROFICIENCY IN WRITING SKILL: A CASE OF LETTERS

**A Thesis Submitted to the Department of English Education,
University Campus, Kirtipur
In Partial Fulfilment for the Master's Degree in Education
(Specialization in English Education)**

**Submitted by
Gita Subedi**

**Faculty of Education
Tribhuvan University, Kirtipur
Kathmandu, Nepal
2008**

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RECOMMENDATION FOR ACCEPTANCE

This is to certify that **Mrs. Gita Subedi** has prepared this thesis entitled **Proficiency in Writing Skill: A Case of Letters** under my guidance and supervision.

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DEDICATION

**Dedicated
to my parents**

DECLARATION

I declare that this thesis is original, no part of it was earlier submitted to the Department of English Education by any researcher.

Date:2065-5-18

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Gita Subedi

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ABSTRACT

This research entitled "Proficiency in Writing skill: A Case of Letter Writing" attempts to find out the proficiency of the 9th graders of Parbat district in writing personal and condolence/sympathy letters. The other purpose was to compare their proficiency in terms of gender. In order to do so the researcher collected data from the students studying in grade nine in the public school of Parbat district. The sample population of the study consisted of fifty students of grade nine of Parbat district. They were from Shree Gram Prakash Higher Secondary School, Prabat, a leading school of that area. They were selected on the basis of simple random sampling procedure. A set of test items was prepared to collect the data. The collected data were marked and tabulated systematically. The data were analyzed and interpreted on the basis of the tabulated data in accordance with the set objectives. The finding showed that the students' performance was satisfactory. The boys performed better than girls.

This thesis comprises four chapters. The first chapter comprises general background, introduction to letter writing, review of the related literature, objectives, significance of the study and definitions of specific terms. The second chapter deals with the methodology adopted to carry out this research. It includes the sources of data (both primary and secondary), population of the study, sampling procedure, tools for data collection, pilot test, process of data collection and limitations of the study. The third chapter consists of analysis and interpretation of the data to find out proficiency in letter writing. The collected data were analyzed and interpreted by using simple statistical tools like average, percentage and descriptive approach. The fourth chapter presents the findings derived from the analysis and interpretation of the data. It also suggests some recommendations on the basis of the findings. The final section of the study includes the bibliography and appendices.

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ABBREVIATIONS AND SYMBOLS

%	Percentage
→	Changes into
*	Asterisk (It indicates an unacceptable form or expression)
e.g.	For example, for instance (Latin <i>exempli gratia</i>)
et. al.	and other people or things (Latin <i>et alii alier</i>)
etc	etcetera (and so on)
i.e.	that is to say, in other words (Latin <i>id est</i>)
M.Ed.	Masters in Education
No.	Number
OALD	Oxford Advanced Learners Dictionary
P.	Page
S.N.	Serial Number
T.U.	Tribhuvan University
Vs	Versus
OUP	Oxford University Press
CUP	Cambridge University Press
NELTA	Nepal English Language Teachers' Association
NESP	New Education System Plan
Vol.	Volume
1 st	First