



## Writing Skills

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**ABSTRACT:** Writing is an essential skill for many purposes. It allows one to express his/her ideas, thoughts and views to a larger audience. It is a self-learning process essential to both the writer and the reader. This article talks about the stages of writing, and the significance of good writing skill and various types of written composition.

**KEYWORDS:** Writing Skill, pre-writing, editing, proof reading, paragraph, essay, report and letter writing.

**“Writing is a skill, not a talent & this difference is important because a skill can be improved by practice.”**

### INTRODUCTION:

Writing skills are an important part of communication. A good writing skill is an art and craft. Writing has been widely regarded as a crucially essential skill in the teaching & learning. Good Writing skill is considered as the most useful life skill. A good writing skill needs good vocabulary corrects grammar clarity of thought, correct spellings along with perfect punctuation. So that becomes a pleasurable experience for the reads.

It is a comprehensive skill that helps reinforce vocabulary, grammar, thinking, planning, editing, revising and other elements. Writing also helps to improve all the other skills of listening speaking & reading as they are all inter-related (Saed & Al-Omari in Yunus, & Chien 2016:1)

Good writing skills help you to communicate your thoughts message and ideas to the larger public with clarity and ease. Writing includes a lot of things like writing a report, editorial, article, plan or procedure; writing a C.V; writing an application for various purposes; writing an essay, novel, story; writing on websites and blogs to communicate to the larger readers online; writing letters formal and informal; writing a poem or a paragraph, dialogue, writing etc. these are various types of writing, means of communication which communicate a meaning to the reader. When these are coupled with good grammar, vocabulary, orthography, lexis and meaning it forms a good communicative writing.

The process of writing is seen in the following steps:

- 1) Pre –writing
- 2) Writing
- 3) Re-writing

Most Writers have an idea what to write so they write the skeleton form of the idea. Then write the text then rewrite by revising the entire text then rewrite by revealing the entire text. Till they are satisfied with the text and send it to the reader a writer keeps in mind three aspects while writing a text-

The purpose-why is he/ she writing a text?

The Subject matter – What has to be written in the text?

The Reader/ Audience- Who is the writer writing for?

### The Writing Process-

- 1) Writing the first Draft
- 2) Revising in first Draft
- 3) Refining
- 4) Editing
- 5) Visual Aids
- 6) Proof reading
- 7) Text is ready to be read by reader

**1. Planning:** This stage is also known as pre-writing. The writer tries to weave his thoughts and ideas into a draft. The writer decides on what is to be written, the matter, the format and the style. The writer notes down the composition & the subject matter. The writer also determines who is supposed to read his text and starts constructing his thoughts according to the reader's understanding & needs. The draft the writer prepares at this stage could be changed according to the writer's style, mood & the need of the readers.

**2. The writing stage:** This stage is also called 'translating'. Here the thoughts & ideas of the writer are put into appropriate language & style. Sentences and right words are chosen and woven into text. The style of text presentation (Descriptive, reflective, critical, creative), the writer's point of view using appropriate examples is done, the central theme of the text is carefully written here. The first draft is prepared at this stage

**3. Reviewing /Editing:** This is considered 'Post –writing stage', here rethinking and re-organization is done. Spellings, grammar, sentence, structure, linguistic expression, vocabulary, punctuations & idea presentation is reviewed here. Certain contents are added and some deleted as per the need. This is a crucial stage, it prepares the final draft.

**\* Significance of good writing skills:**

1. Helps the individual to learn, inform, communicate & educate others & one-self.
2. It is a life skill, helps the individual in many ways.
3. Good writing skills can serve as record for future references- The papers, journals, articles, diaries etc. have been of immense help for academicians, scientists & for individual reference.
4. Science and technological advancement would not have existed if written documents weren't recorded.
5. Good writing skills enhance professional and academic success.
6. Good writing skills contribute to communication skills. It helps the individual to communicate his/ her views, ideas, and thoughts.

**The Major types of Written Communication are:**

Written communication happens through writing, typing and printing the various channels through which written communication happens -

- Books
- Newspapers
- Letters
- Journals
- Articles
- Reports
- E-mails
- Social Media
- Text Messages etc.

Major types of written composition are:

- 1. Paragraph Writing:** Paragraph is a group of connected sentences that develop a single point, argument or idea. It is a part of any continuous piece of writing- essay, report, letters, lesson, chapters etc. Paragraphs hold a particular idea and connect the entire written script. They are a group of sentences organized around a theme /point/ topic. **The features of a well written paragraph are:**

**Unity-** Each paragraph explains a specific idea and generally the first sentence outlines the whole idea in the paragraph.

**Organized-** Every Paragraph has a well-defined plan & point. The sequences, the narration, the time, the events, the order of importance, chronological order, and logical presentation are kept in mind while organizing the paragraphs.

**Coherence-** This feature makes the writing/ script understandable. One efficient way to achieve coherence is the use of transition words such as (first, second, third) or spatial relationships (above, below) or logical words (furthermore, therefore, in addition, hence). The coherence ensures the flow and the logic behind each paragraph.

**Complete-** The main idea of the paragraph should be clearly explained in the paragraph without being too elaborative or very crisp. Enough examples or supportive points or information or facts should be provided to make the paragraph look complete.

- 2. Essay writing:** Essay is an elaborative form of writing skill. It is a literary composition on any topic or subject in a detailed way, giving writer's opinion, ideas and views in a narrative & a descriptive fashion.

A good essay has the following characteristics- Unity, Order, Style, and Personal touch. Essay is writing about a topic in an organized and effective manner supported by poetry, examples, stories, tables, charts, flow diagrams etc to support the view, opinion and the idea of the writer. Essay could be of various types- a) Narrative, b) Descriptive, c) Expository, d) Reflective, and e) Imaginative.

An essay has 3 parts- introduction, main body and conclusion. The introductory part includes the general information and the statements. It could start with quotes or a story or by posing certain questions. The main body talks about the topic elaborately, by explaining various aspects of the topic. The last part of the essay forms the conclusion where the writer gives the gist of the whole composition & leaves a lasting impression on the reader.

**3. Letter Writing:** Letter writing is an effective way to communicate with people who are away from the writer. Letter is a printed communication directed to a person or an organization. It can be sent through- e-mail, electronic transmission or hand-delivered mechanisms. Every letter has a writer, a reader and a situation. Letters could be written for various reasons- to invite, to express sympathy or happiness, to inform, to enquire, to complain, to congratulate, to appreciate, etc. Letters could be of two types-

a) Formal- Written for business, administrative purposes and generally to strangers.

b) Informal- Written to friends, family or people the writer knows

A formal letter has a subject written while the other letters & formal ones have the writer's address date of writing, the receiver's address, writer's sign & name.

**c) Report Writing:** Report writing is writing about an event or experience. It is informing the people about something heard, seen, done, or known. It could be of several- news report, weather report, social, political, cultural, economic reports, reports on any ongoing events (sports, meetings, inventions etc).

**Certain salient features of report writing are:**

- a) It's generally brief & clear.
- b) It gives the entire /complete picture of the event.
- c) It is written by a third person generally.
- d) It relies on facts & relevant details.
- e) It is accurate and has no digressions.
- f) Report is logically arranged over ideas.
- g) Personal opinions & views are avoided while giving report.

A writer becomes readable and appreciable only when he knows his reader: who is he writer for, his age group, his mental faculty, and his comprehensive ability has to be kept in mind. As a written document may be preserved as a manuscript unlike spoken words, has to be dealt with utmost care. Lucidity in diction appeals all as we notice this in the most celebrated text " The Bible" where the complex ideas and the cryptic statements are expressed in pithy sentences employing lucid diction. Hence, the significance of writing skill.

### Sources:

- 1) Wren and Martin High School English and Composition
- 2) IGNOU