



CHAPTER 1 INTRODUCTION TO WRITING SKILLS

NOTES

- Language is a means of communication.
 - Verbal communication
 - Written communication
- The primary means of communication is verbal but written communication cannot be avoided completely.
- While writing is generally more formal and spoken is more informal.
- Written communication is preferred to verbal communication officially.
- With the growing popularity, advance and evolution of new information & technology, we are now experiencing new exceptions in uses of verbal and written communication. Using instant mobile text messaging like whatsapp, viber, telegram, e-mail, etc., all people are engaging in forms of writing using more shortcut informal rules, making their writing sound more like conversation. The style of writing is changing, for instance, use of Emoticons even to express accent the writing or not. The Supreme Court decided to use technology more in judicial proceedings keeping in mind the prevailing **COVID-19 pandemic** situation and directed that now court summons and notices can be served on persons through “e-mail, fax, and instant messaging applications like “whatsapp”.
- Writing is primarily a learned art, a complex skill, visual representation of speech and an act of forming letters or characters and artfully putting them together so as to express ideas. It is a thinking process which demands intellectual effort, and it involves generating ideas, planning, goal setting, monitoring, evaluating what is going to be written as well as what has been written, and using language for expressing exact meanings.
- All students should learn to write and express their own creativity to create their ideas and feelings. Teaching writing skill can be difficult for any teachers, since the approach will be different for almost every student.
- Writing skills include all the knowledge and abilities related to expressing ideas through the written word. The ability to clearly communicate ideas through writing is in high demand for every individual in any fields.



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- Nowadays, writing skill is included in main standardized tests worldwide as writing assessment is employed as a part of performance assessment in classroom testing at high school level. The definition of writing ability can be formed depending on teachers' own experience as teachers and philosophy of writing, taken into consideration characteristics of learners and aims of pedagogy in a given context. It may also be formed according to pedagogical approaches to the teaching of writing which each teacher adopts.
- The writing skill, therefore, aims at exploring the writing ability of students in the initial stage of their career with valid and consistent assessment.
- The written records survive longer than the spoken forms.
- The writing skills incorporate a number of sub skills i.e. handwriting, spelling, punctuation vocabulary, idioms, paragraphs, topic and support cohesion and sentence structure, sentence boundaries, stylings, rules of grammar, agreement, articles, relevance, clarity, originality, logic, getting ideas, getting started writing drafts, revising, etc.
- One should use the correct forms of words.
- The values of the writing ability are as follows: Writing is an ability, which enables the learner to represent words "by means of written sign". Writing enables the pupil to take down notes, dictation etc. at later stage; it helps free expression of thoughts. Writing serves as a mental discipline because of the development of standards of correctness for written forms. Essay writing at present is regarded as the highest test of all "Language training" because of the value of writing ability or skill.

Written communication has a variety of forms:

1. **Letter writing** - (Personal, Official, Formal and Informal) Letter writing is an art. A well written letter is clear, simple and short. Letters are directly addressed to readers.
2. **Notes writing** - Reduce the information to manageable size, extract key points
3. **Reports writing** - Short, sharp, concise, clear and well-structured information for a particular purpose and audience
4. **Summary writing** - Short overview, brief account, only the ideas of the original text in a logical order
5. **Essay writing** - (Descriptive, Narrative, Expository and Reflective) Essay is a short literary composition on a particular theme or subject usually in prose and generally analytic.



6. **Paragraph Writing** - A paragraph is a write-up on a short subject. It is a group of sentences that tell about one idea. A good paragraph includes sentence and detail sentences in a logical order.
7. **Journal Writing** - Journal writing involves keeping a record of things that happened in your life. A journal can also have poems and stories that are collected or written.
8. **Poetry Writing** - Poetry is formed by sounds and syllables combined in distinctive and sometimes rhythmic ways.
9. **Story Writing** - Story writing is a narration of an incident, a place, an imaginary character etc. A good story has a clear theme, characters, short time span, word count, a narrow subject line etc. Therefore, in order to involve learners in the process of learning and to give those hands on experience of learning, materials/ resources like pictures, charts, maps etc. should be in the classroom. Hence, pictures are of great use in the language learning classroom.
10. **Picture Writing** Pictures are valuable resources in the classroom. Drawing, photographs, posters, slides, cartoons, magazine advertisements, diagrams, graphs, tables, charts and maps contribute a lot to learning, especially writing in the classroom.

Types of writing

1. **Expository** (giving an expose of a subject out for view- with definition, classification, examples etc.)
 2. **Descriptive** (objectives, people, events, processes, institutions, arguments, etc.)
 3. **Narrative** (sequencing of events and happenings)
 4. **Persuasive** (getting readers to change their views)
 5. **Creative** (imaginative, created, productive and original, covers all areas of fiction like novels, short stories, poetry, etc.)
 6. **Imperative** (giving the writer's perspective on an issue)
 7. **Reflective** (looking back on issues, events, activities and People and seeing how your opinions change)
 8. **Argumentative** (taking a point of view and supporting it)
- There are many other subtypes that fall under these titles.



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A good writing skill demands:

1. Good vocabulary
2. Proper and easy sentence structure
3. Appropriate usage of sentences
4. Appropriate format and style for different circumstances/situations
5. Be brief
6. Be clear
7. Be specific
8. Ability to set out correctly a sequential series of ideas i.e. composition.

Characteristics of Writing Skill

1. **Explanation:** The purpose of writing should be made clear. The title should be explained clearly. So writing should be informative.
2. **Order:** A good piece of writing should be broken into separate steps, with each step distinct and arranged in the right order. Ideas should follow in an order to help the reader to comprehend the text.
3. **Relevance:** Material relevant to title or question should be included.
4. **Simplicity:** Unnecessary words and bombastic language could be confusing. Therefore simplicity in writing is essential.
5. **Completeness:** If an essential idea is omitted, meaning-making becomes difficult. Careful attention is necessary to produce a clear and complete piece of writing.
6. **Accuracy:** A good piece of writing should help the reader by conveying information and ideas clearly and pleurably, without mistakes. Sufficient explanation, the orderly presentation, simplicity and completeness contribute to accuracy should be there in writing.

Steps of writing skill

1. Prewriting
2. List things which you can find information i.e. research
3. Drafting
4. Revising
5. Editing and proofreading



Merits of writing

1. Ability to use writing as a means of indicating the understanding of reading matter and in the application of grammatical forms.
2. Ability to set out correctly a sequential series of ideas i.e. composition.
3. High level translation.
4. Learning basic sentence structure. Increasing vocabulary and spelling.
5. Increased knowledge of grammatical rules.
6. Introduction of new forms of writing.
7. Perfecting the language used in each of these new forms.

Purposes of writing

The different purposes of writing may be to give information like articles, text-books, notices, brochures etc. to entertain (short stories, novels, drama) to persuade (advertisements) to give opinions (editorials, review). The target reader may also be different.

The importance of writing

Writing is an important medium and it is used for different purposes. Writing performs many functions in a person's day to day life in different areas like academic, official, media, social, cultural and personal settings. Communication is the medium of writing personal correspondence, telegrams, circulars, reports, memos, minutes of meetings, instructions, email messages, assessment reports, projects etc. Knowledge of writing is important to access journals, magazines, books, bills, letters, etc. The need to learn to write in English for academic and occupational purposes is increasing.

In the field of education, writing plays a dominant role for writing projects, assignments, examinations etc. in the Indian educational system, assessing academic abilities is closely linked with proficiency in writing. In fact, writing is the only medium through which learners are assessed formally in Schools, Colleges and Universities. Written tests are administered, even for job placements. Writing virtually has become the tool for survival today. Certain jobs related to writing (content writing, technical writing, editing, etc.) are the highly paid in India today.

Writing also involves the reinforcement of other language skills like reading, grammar, vocabulary as students are employed in the act of writing.



Reading for additional information strengthens writing skills. Reading for specific purposes strengthens vocabulary. Focusing on teaching writing skills is important to facilitate all the needs of the learners inside the classroom as well as in student's day-to-day life. Hence, writing is an important linguistic skill.

We have to keep the channel of communication open through our choice of sentences structure and by the way our sentences are linked together and sequenced. When learning to practice the writing skills the learner has to be careful in the choice of structures, sentences and above all the organizations of the text.

We either produce or reproduce the language, when we speak or write.

Writing helps to solidify the student's grasp of vocabulary and structure and complements the other skills. Appropriateness in language learning can be developed only through writing. The goal of writing is to develop the student's ability to write up to the point.

The overall objective then will be to help the learners express their ideas in written form. Writing is a solitary activity. Language itself is highly favourable to oral communication. Writing involves the use of a few structures which we may not normally use while speaking. It is learnt only through a process of instruction. This includes practice in the organization of our ideas.

The writing classes have the potential to help consolidate and improve the students' speaking and reading skills.

Conclusion

Writing is the most important skill in language teaching. Writing is one of the major literary skills. Writing has to be taught to the students even though it is developed by individuals.

