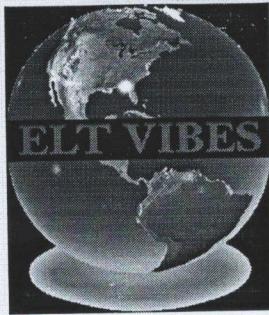


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The Art of Teaching Writing

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Abstract:

The act or art of forming letters and characters on paper, wood, stone or other material for the purpose of recording the ideas which characters and words express, or of communicating them to others by visible signs is called writing. A basic understanding of writing and a commitment to writing well in all situations is called as a professional.

Key Words : *An Art , Teaching , Writing Skills.*

Introduction:

As we know there are four language skills and writing is one of them. It has to be taught and learnt as a skill, something that one gets accomplished in doing. It can't be learnt as a subjects like Mathematics and History, where the answer or the write up is correct or incorrect. It can be good but can still be improved with more practice. There can be no sense of finality about writing. Most of the well known writers have often accepted that had revised their draft several times before they finally sent them for publication. So, we can understand that there is much scope for improvement in the process better one becomes. Some have a natural flair of writing, but practice the skill of writing to achieve excellence.

To Improve Writing Skill

1. Draw Up an Outline:

Get all the stuff you have and prepare a memory-man. A chart, an outline of what you are going to write. It will be helpful to organize the text and makes you clear about which topic will you write.

2. Chronology as Per Importance:

After drawing an outline about what you want to write, organize it chronologically. There should be logical connection between all points; all points of writing should be in chronological order i.e. introductory part, main content and its sub points and concluding part. For example, while writing a resume. Details of a person should be in perfect order otherwise it can create bad impression of an employee in the mind of employer.

3. Gather Information:

After having a plan what to write and in which order you will write, now the next step is to gather information about what you want to write. Read a lot and then write a few things only. To get information we can read books, articles or listen many things about our topic. So before writing anything we should have enough stuff so that we can elaborate our thoughts more and more.

4. Feedback:

We can find others mistakes more easily than ours. So after writing anything we should ask our friends or teachers to give feedbacks on our writing. On the bases of that valuable feedback we should make changes in our writing if it is needed.

5. Proof Reading:

After writing anything, we should show it to our teachers or experts or in business before doing any formal communication in a written form, we should read and re-read and also tell others to read and then only we can finalize it. Proof reading is important for good writing as it gives us one more chance to find out our mistakes and we can make changes if needed.

Effective Writing

The writing should be effective. As effective writing allows the reader to thoroughly understand everything you are saying. This is not always easy to do here some useful tips that will be helpful to write effectively.

1. Simplicity:

Language needs to be simple in written communication. Do not over use clichés, jargon and expressions or try to impress with big or difficult words. Keep sentences and paragraphs short and concise.

2. Focus on Format:

The various formal writing forms have a pre-determined, universally accepted format that accompanies them. This format, which is largely based on universal writing conversations, serves to facilitate communication, by eliminating miscommunication that may result through random writing styles.

Moreover, these formats are likely to change with time, due to the evolving nature of communication and technology, for example, in letter writing, nowadays full block format has taken place of semi-block format.

3. Grammar, Spelling and Pronunciation:

Improper grammar can miscommunicate or creates unwanted humor, so it must be avoided. Wrong spellings can create the same effect or even can reflect a careless attitude on the part of the sender.

Effective use of punctuations facilitates reading and interpretation and can in rare cases ever present a completely different meaning, which can result in miscommunication.

4. Put the Reader First:

The writer needs to be aware of and sensitive to the need, emotions and nature of the reader in choosing the vocabulary, content. Illustrations, formats and medium of writing, as a discomfort in the reader would hamper rather than facilitate communication between reader and writer.

5. Tone:

Tone can help your writing be more effective certain forms of communication, like memorandums and proposals need formal tone. Writing to someone you know well would need a more informal tone. The kind of tone depends on the audience and purpose of the writing.

6. Developing Good Reading Strategy:

To improve writing skill we need to improve our reading skill. We can get more ideas our reading skill we can get more ideas means content, vocabulary because different writers use different words in different manner, and while reading others works, we consciously or unconsciously always evaluate and can find what kind of errors one make while writing. So, we should read better, both in quality and quantity to write effectively.

7. Writing to Keep Readers Engaged:

Writing should be well structured well organized and in simple language. It should be written in a way that keeps reader engaged. Each and every point of our writing should be logically connected to its next point. It must make the reader eager to know what is next, what will happen. It makes the reader engaged with our writing. For example, if we read James Joyce's novel "Portrait of the Artist as a Young Man" After reading first chapter we have to read second as Joyce has put twists at the end of chapter which excites reader to read the next one.

Conclusion:

In short, we can say that to write effectively, we should think before writing and while writing and re-read after writing. And above all, to write well we must read well.

Thus we can say that to improve writing skill one should follow some steps and for good writing, one should first well read and after writing anything we should check it again and show it to others also because writing becomes proof.

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