

IIT Madras

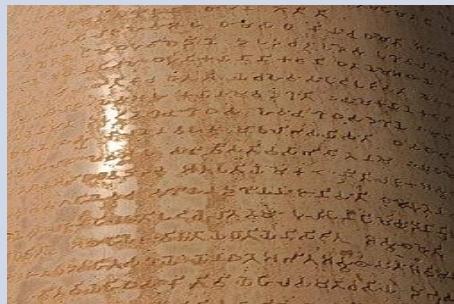
ONLINE DEGREE

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WRITING



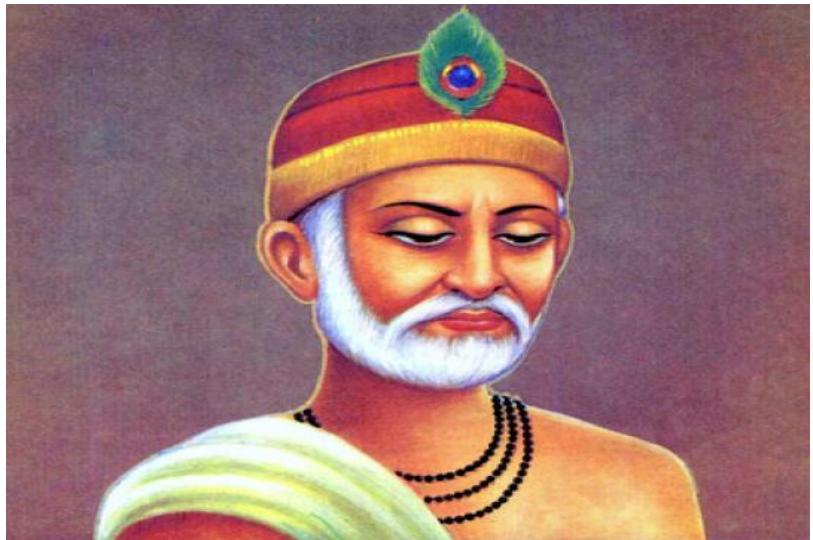
BASIC POINTS

1. Writing lasts long and goes far.

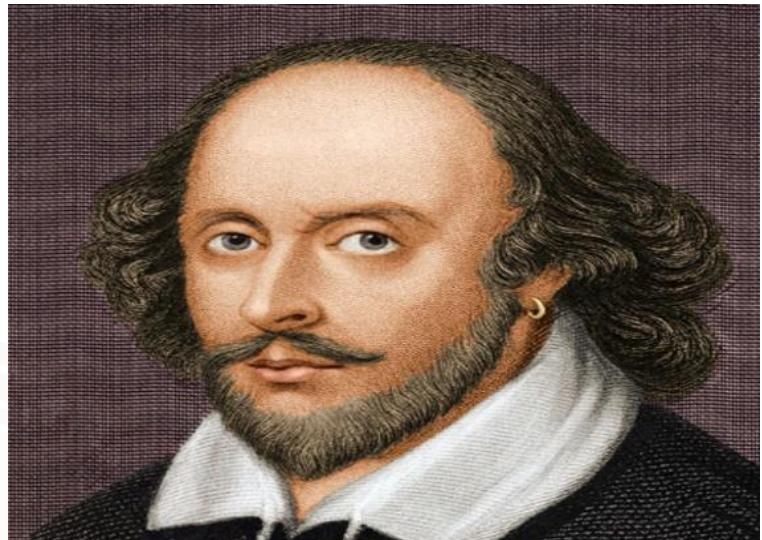
- A written text is easy to read, re-read, revise, and re-write, etc.
- Writing has, therefore, been the medium of communication in business, sciences and technology, art and literature for centuries.

2. Most important thing for writing well is its content.

- Do you have something to say? Lots of people are good at languages, but they have nothing to say.
- On the other hand, there are those who may not be good at languages, but have things to say. They are read and heard by all.
- Great poets, saints and scientists in all languages are of this kind.



Kabir Das (1398-1518)



William Shakespeare (1564-1616)

- It is said that Kabir Das, the 15th century Indian poet, was illiterate.
- Shakespeare, the British poet, had hardly been to a primary school.

- Gather as much information about your topic as you can before you begin writing.
- A good piece of writing is not mechanical. When you research and write, you do a better job.

3. Small words and simple sentences.

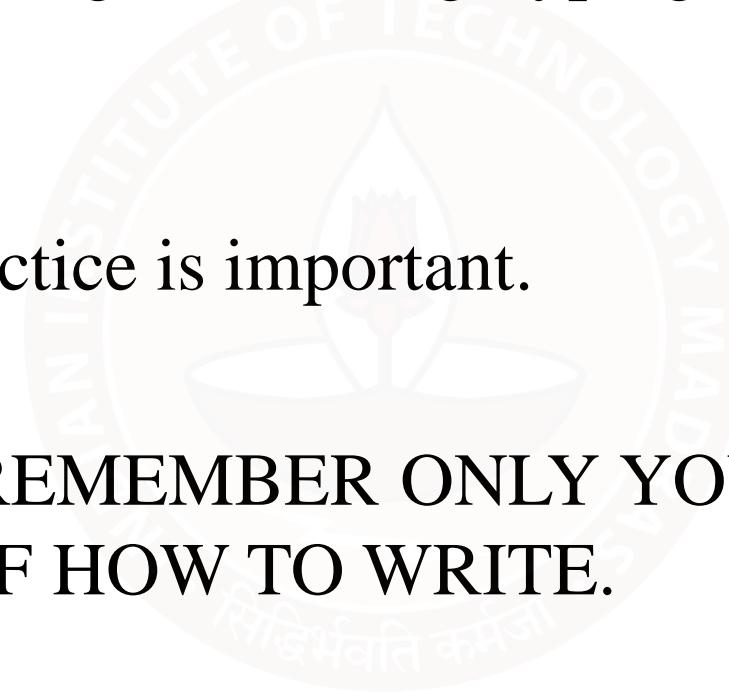
- All great works, that have been read for centuries, in any discipline, is written in the simplest possible language.
- King's Bible, written in English at the instance of King James I of England in 1612, is read by masses even today.

See the following, for instance:

- a. The project site was in great disarray and all manners of tools were strewn all over. The project director came for an unannounced visit on a particularly rainy day, took photographs and issued a memo to the project manager ordering action on the illumination front without delay, and the order was promptly complied with.

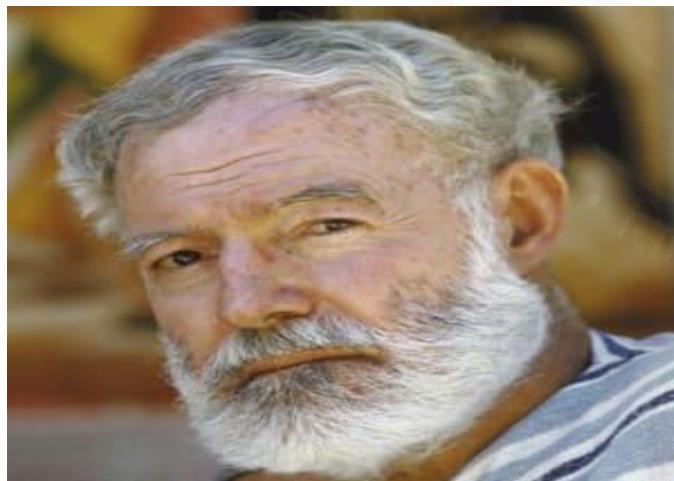
b. The earth was without form, and void; and darkness was upon the face of the deep. And the Spirit of God moved upon the face of the waters. And God said, let there be light: and there was light.

- Both a. and b. describe the same situation, but b. is so much easier to understand.
- With some regular practice, you can also learn to write in this manner.

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- 4. Writing is a skill**, just as walking, eating, shaving, cycling, driving, swimming, typing or any other skill is.
- Regular practice is important.
 - PLEASE, REMEMBER ONLY YOU CAN TEACH YOURSELF HOW TO WRITE.

5. Good script comes after several drafts.

Some writers, such as Ernest Hemingway, an American novelist and short story writer, or R K Narayan, an Indian English novelist and short story writer, are said to have made up to a dozen drafts of books they wrote.



Ernest Hemingway (1899–1961)



R K Narayan (1906–2001)

6. Formats of writing:

- Literary works, like poems, plays, stories and novels: Free Style
- Essays and short paragraphs: Have their own formats.
- You can some of the samples in the below box.

Business Letter	Report	Essay	Short Paragraph	Mail	Memo	PPT
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7. This course will teach **how to write correct** and easy to write and understand language.

- No matter what you write, you will need to write in these manners.

ACTIVITY

- At the beginning of this unit, four photographs have been shown in a row.
- Using your own ideas, arguments and evidence, write an essay in about 250 words, i.e. in about one and a half pages, on “Future of Writing”.
- Write the essay in your own words.

You can also look up the following sites for more on this topic.

1. https://en.wikipedia.org/wiki/History_of_writing
2. https://en.wikipedia.org/wiki/List_of_languages_by_first_written_accounts

Thank you!

