

Writing Skills

⌚ Time Spent : 00 Hours 11 Minutes 14 Seconds

</> WRITING SKILLS

➤ Effective Writing Tips

➤ Rule 1. Use Concrete Rather Than Vague Language.

- ✓ Vague : The weather was extreme on the Western Ghats.
- ✓ This sentence raises frustrating questions: When did this, extreme weather, occur? What does "extreme " mean? Where on the West Coast did this take place?
- ✓ Concrete : Mumbai and adjoining areas had unusually cold weather last week.

➤ Rule 2. Use An Active Voice Whenever Possible. Active Voice Means The Subject Is Performing The Verb. A Passive Voice Means The Subject Receives The Action.

- ✓ Active : Barry hit the ball.
- ✓ Passive : The ball was hit by Barry.
- ✓ Notice that the party responsible for the action—in the previous example, whoever hit the ball—may not even appear when using passive voice. So passive voice is a useful option when the responsible party is not known.

Example: My watch was stolen.

➤ Rule 3. Avoid Overusing There Is; There Are; It Is; It Was, Etc.

- ✓ Example : There is a case of meningitis that was reported in the newspaper. Revision: A case of meningitis was published in the newspaper.
- ✓ Even better: The newspaper reported a case of meningitis. (Active voice)
- ✓ Example : It is important to signal before making a left turn. Revision: Signalling before making a left turn is essential. OR It is indicating before a left corner is necessary.
- ✓ OR You should signal before making a left turn.
- ✓ Example : There are some revisions that must be made
- ✓ Revision: Some revisions must be made. (Passive voice)
- ✓ Even better: Please prepare for some revisions. (Active voice)

➤ Rule 4. To Avoid Confusion, Don't Use Two Negatives To Make A Positive Without Good Reason.

- ✓ Unnecessary: He is not unwilling to help.
- ✓ Better: He is willing to help.

➤ Rule 5: Use Consistent Grammatical Form When Offering Several Ideas, Which Are Called Parallel Construction.

- ✓ Correct : I admire people who are honest, reliable, and sincere.
- ✓ Incorrect : I admire people who are accurate, reliable, and have sincerity.
- ✓ Correct : You should check your spelling, grammar, and punctuation.
- ✓ Incorrect : You should check your spelling, grammar, and punctuate correctly.

➤ Rule 6: Word Order Can Make Or Ruin A Sentence. If You Start A Sentence With An Incomplete Phrase Or Clause, Such As While Crossing The Street Or Forgotten By History, It Must Be Followed Closely By The Person Or Thing It Describes.

- ✓ Furthermore, that person or thing is always the main subject of the sentence. Breaking this rule results in the dreaded, all-too-common dangling modifier, or dangler.
- ✓ Example: Forgotten by history, his autograph was worthless.
- ✓ *The problem: his autograph shouldn't come right after history, because he was forgotten, not his autograph.*
- ✓ Correct: The history forgot him, and his autograph was worthless.
- ✓ Example: Born in Chicago, my first book was about the 1871 fire.
- ✓ *The problem: the sentence wants to say I was born in Chicago, but to a careful reader, it means that my first book was born there.*
- ✓ Correct: I was born in Chicago, and my first book was about the 1871 fire.
- ✓ Example: While crossing the street, the bus hit her. (Wrong: the bus was not crossing the street.)
- ✓ Correct: She was hit by a bus while crossing the street.

➤ Tips

- ✓ Think carefully about what you are going to write.
- ✓ Collect facts related to your paragraph or essay topic
- ✓ Write down your ideas
- ✓ Find the primary purpose of your paragraph or essay
- ✓ Organize your data and thoughts in a way that develops your main plan
- ✓ Write the topic sentence, supporting sentences, and a closing sentence.
- ✓ Write clear and simple sentences to express your meaning.
- ✓ Focus on the main idea of your paragraph.
- ✓ Use the dictionary to help you find additional words to express your ideas.

➤ Grammar And Spelling

- ✓ Check your spelling.
- ✓ Check your grammar.
- ✓ Reread your essay.
- ✓ Make sure each sentence has a subject.
- ✓ See if your subjects and verbs agree with each other.
- ✓ Check the verb tenses of each sentence.
- ✓ Make sure that each sentence makes sense.

➤ Style And Organization

- ✓ Make sure your paragraph has a topic sentence.
- ✓ Make sure your supporting sentences focus on the main idea.
- ✓ Make sure you have a closing sentence.
- ✓ Check that all your sentences focus on the main idea.
- ✓ See if your paragraph is impressive.

MARK AS COMPLETED