Basic Writing Skills: In light of Bloom’s Taxonomy of learning, well related to the popular idea of Listening, Speaking, Reading and Writing, also known as LSRW, writing skills plays a role as important as the other three in shaping up the young minds of every generation. This idea cannot be clearer than somebody mentioning,

**"The primary goals of writing are to communicate, to persuade, to inform, to learn, to reflect about yourself, and also to entertain others. What really makes writing motivating for young children is sharing it and being successful with it."**

It’s our duty to provide the curious minds with the opportunities so that they can learn the basics of writing which include grammar, punctuation, spelling, vocabulary, clarity, brevity, engagement, proofreading and revising.

Grammar, Spelling and Punctuation:

Correct grammar, punctuation and spelling are key in written communications. The reader will form an opinion of the author, based on both the content and presentation, and errors are likely to lead them to form a negative impression. As well as grammar, spelling and punctuation, it’s important to remember the audience. With this knowledge in mind, follows the style and structure of writing. Formal style of writing is followed in organizations whereas the informal is followed in casual group discussions amongst colleagues, relatives, family members and people unknown.

Vocabulary, Clarity and Brevity:

**Some Reasons Why Vocabulary Matters are**

* It Improves Reading Comprehension
* It's Important to Language Development. ...
* Communicating Ideas. ...
* Expressing oneself in Writing. ...

strong vocabulary helps when writing, being able to choose more descriptive words to help readers envision the described content. Apart from this, the content should be clear yet brief to uphold ideas in simple and compact manner.

**Engagement:**

Presenting the material in form of long, rectangular paragraph, makes the presentation brings in a felling of monotonousness and thereby the reader feeling bored and ultimately lose interest. This can be avoided by the use of small paragraphs, each dealing with a particular idea or sub-topic of the mainstream topic. Use of transition words helps in coherence and cohesion.

**Proofreading and Revising:**

At last, but not the least, all written communications should be re-read before sending to print, or hitting the send button in the case of emails, as it is likely that there will be errors. Even if you know spelling and grammar rules, you should still double-check your work or, even better, have it proof-read by somebody else. Our brains work faster than our fingers can type and accidental typographical errors (typos) inevitably creep in.

Improving Writing Skills: The good news is that writing is a skill which can be learned like any other. One trick for checking and improving your work is to read it aloud. Reading text forces you to slow down and you may pick up problems with the flow that your eye would otherwise skip over. Also a habit of reading books and daily newspapers should be developed to