There are many points to be kept in view in order to convey our messages correctly and precisely. The principles of writing include several do's and don'ts

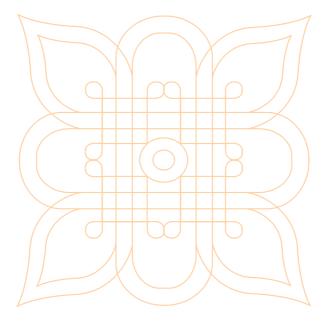
Some Do's

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- 1. Address it to the appropriate person
- 2. Check that the letter has a date and reference
- 3. Keep sentences short
- 4. Use simple and familiar words instead of complex and unfamiliar ones
- 5. Do not be vague and mention the reference points for clarity
- 6. Never assume that the reader is aware of the facts and would understand them.
- 7. Review your writing to add any missing points
- 8. Write and re-write the letter to get the essence correctly.
- 9. Explain facts through evidence and examples
- 10. The letter should flow logically from one point to another
- 11. Write with a view to express and not to impress

Some Don'ts

- 1. Avoid unnecessary words
- 2. Avoid incomplete and irrelevant arguments
- 3. Do not use ambiguous sentences and universal negatives



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