

# Chapter-3

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## Developing writing skills

Q- what is the writing skills

Ans writing is a form of communication that allows student to put their feeling and ideas on paper. To organize that knowledge and belief into convincing arrangements and ~~two can~~ to convey meanings through will be constructed text in it is ~~advance~~ most advance form written expression can be as well as ours.

### Importance of writing skills -

writing is an essential job skill writing is the primary basis upon which ones were, ~~learn~~ learning, and intellectual will be just in work place and in the community writing equips as with communication and thinking skills, writing our ability to explain and refine our ideas to others and ourselves it is most advance form is writing skills.



Q- what is planning process in writing ?

Ans- The planning phase of the writing process during this phase writers makes plans for writing by drawing pictures, making list using graphics with a peer as they anticipate writing on a topic for a particular person. when the process of writing is more of an exploration exploration. I am thinking primarily of picture then it's not necessary plan identical you want to get some basic clear thought and your concept or team or make characters at the ending.

Q- what is the purpose of editing in the writing skills.

Ans Editing - Editing involves looking at each sentences carefully and making sure that's well design and present it's purpose. Proof reading involves checking for grammatical and punctuation errors, spelling mistakes etc. proof reading is the final stage of writing process.

Importance of Editing - The importance of editing whether it's performed by peer, A professional or the author editing is by far the most crucial stage of the writing process without editing is like getting dressed with your eyes closed and then leaving the house without looking in the mirror when you have revised a piece of writing for it's content you are ready to check it's accuracy this is called editing and includes checking grammar, spelling, punctuation.



"Editing is the stage of the writing skills in which a writer or editor strives to improve a draft by correcting errors and by making words and sentences cleaner more precise and more effective".

Q- What is meant by precise writing?

Ans Precise writing is writing which is clear, ~~exact~~ exact and concise technical and business writing should have the quality of preciseness because time is prime and wasting time over useless repetitive material can cause loss of money and time

Precise writing and proper use of words leaves to simplicity and clarity. One should avoid details and expressions and come directly to the point. Wastage should be avoided this means simple and sure words should be used in place of long and difficult words. As far as possible mathematical symbols, figures, charts and technical words should be used since they give greater preciseness. Transmission of maximum information by using a minimum of words should be the end of your aim. Precise writing is the result of clarity of thoughts as well as expression. Therefore one should be clear about what has to be communicated what information has to be



passed and what details to provide.

Selection of words and judicious use of terms is also important for precise writing. Concrete words which convey the information clearly should be used if two words convey more or less the same meaning the more common words should be selected for example - buy instead of purchase, house instead of residence etc.

Q- Describe in short the quality of A good precise?

following are the qualities of good precise.

(1) Completeness - A precise should contain all the essential fact and important details opinions and conclusion of the given passage should be included but reason of arguments leading up to those conclusion or opinions may be left out.

(2) Clarity - The language or style of the precise should <sup>always</sup> be such as to effectively represent the ideas or original passage it should be free from all errors it is not necessary however to change all the original expression if a phrase in the given passage expresses inner idea it will be naturally be written.

(3) Coherent - Since precise is a brief statement of the original passage it should be concise and coherent the arguments and opinions should be return logically and systematically to make the precise appear as a coherent piece of composition.



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② Grammatical Accuracy - Since a precise is a piece of composition it should follow all the rule of english grammar & Syntax precise compactness should not be active at the cost of grammatical in accuracy punctuation should be included whenever necessary.

# Steps in precise writing -

The rule of a precise is to summarize the finding in an article by identifying the main point an conclusion of the research along with ~~reitering~~ reviewing the broader implication of research obtain in the passage. In order to accomplished this goal it helps to follow step process -

Step-1 - Read the passage & read it again go on reading it untill you understand put down on paper the main idea or central idea main doors in the passage

Step-2 - Read the passage make sure you have not missed any important ideas.

Step-3 - ~~reitering~~ to your notes if you need to but not to the original write a rough summary of the passage you should avoid copying you will be forced to put the ideas into your own words.



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Step-4 - Read your precise and ask yourself following these questions - "does it say", "what the original say", "have you kept the connection of original", "Is the precise perfectly clear", "can you improve any word or phrases"

Step-5 - Count the words, if there are too many words write more concisely to shorten the precise. if there too few check to see whether you omitted some important ideas.

Step-6 - Read the precise again if nothing important has been omitted, and nothing at all added write your final correct copy proof read it.

Step-7 - Give the suitable title to your precise.

Step-8 - write number of words in bracket below your precise.



- Q- Make a precise of the following passage and give it a suitable title.

Life in the modern world is coming to depend more upon 'technical' means of communication, mobile and telephone, radio, computer, and printing. Without such technical aids, the modern city-state could not exist one week, for it is only by means of them that the trade and business can proceed, that goods and services can be distributed where needed, that railways can run on a schedule; that law and order are maintained; that education is possible. Communication renders true social life practicable for communication means organization. Communication have enabled the social unit to grow from the village to the town, to the modern city-state. Until today we see organized system of mutual dependence grown to cover whole hemispheres. Communication engineers have altered the size and shape of the world.

Ans

### Importance Of Communication.

Modern life is increasingly dependant upon technical means of communication mobile, telephone, radio, computer and printing. These technical aids ensure that trade and business run, goods and services are distributed, railways ~~run~~ run on schedule, law and order is maintained and education is possible. Communication has made social life practicable by creating organized system of mutual



dependence Communication engineers have changed the world size and shape



Q. What is report writing?

Report writing -

A report is a well planned document which outlines and evaluates a subject or problems. report writing is the primary tool of media through which they pass on specific information about an incident or topic. A report is written for a clear purpose and to a particular audience specific information and evidence are presented analyzed and applied to a particular problem or issue when you are ask to write a report you will usually be given a report brief which provides you with instructions and guidelines. A part from the media usage ~~write~~ report writing is required in a various sector like corporate, government, politics, bussiness, public and private sector, medical field and diffences service.

Types of Report writing -

(i) formal report - This type of report writing is usually preferred for an important incident, issue or matter by big organization. formal report writing is generally long and expensive

formal report writing has an internationally accepted pattern that include various components that are not mentioned below -



- (a) Cover — The cover of a report is something that ~~rise~~ <sup>attract</sup> readers attention first. The reports cover leaves a ~~news~~ huge impression on the readers mind and the he can get idea regarding the reports topic or quality through the cover design. There is ~~same~~ <sup>saying</sup> do not judge a book by its cover by it is also true what seems well and hence the report writers must take care of the cover of the report with has a major roll to defend the report dream. But it is also to the seems well to sells well.
- (b) Title of the Report — This component include The reports Title and the name of the writer. Apart from things the title can also have a date and the name of organization for which the report has been prepared the core also has these things putting them in details in the the title section is ~~mandentary~~ ~~mandetory~~ ~~able of content~~.
- (c) Table of content — This section includes heading and sub-heading of the primary text of written. this is a very important portion of report it helps your readers to reach desired section in your report. In a ~~hard~~ ~~pe~~ hasslefremment.
- (d) Summary — Here you basically provide the ~~p~~ synopsis of the whole reports primary text and you can also call it ~~ea~~ an informative summary.
- (e) Introduction — This is the most important section on the main text. The main text always includes 3 components — introduction, discussion and conclusion.



Here you introduce The main text of your report in the most intriguing a detailed manner. so that all type of readers can get your point without much efforts.

(f) discussion— In the discussion section A report writer ~~discuss~~ discuss the main story of the reports. According to your readers can get your point without ~~conventions~~ convenience you decide the order of the reports result.

You can also do a result to theory comparison along with the analysis, evaluation and interpretation of the data.

(g) conclusion— you can present the summary of the discussion section here. ~~to~~ here you mention your findings and recommendation the ~~eme~~ element to your readers as per you overall.



Informal report — This type of report writing is comparatively ~~easier~~ easier and less time consuming than the formal report writing. where you need to perform lesser research and it also include lesser components. This basic component components of informal report writing include introduction, discussion, references. different organizations include more components to this type as per that requirement.

Importance of report — Unless you can communicate effectively the knowledge and skill you acquire are of the little use to others. you have to be able to collect information and organize it and present it in a logical and concise form. regardless of a report target audience or readers. The structure and organization must convey the exact meaning you intent on it. A well ~~retu~~ written report can be helpfull to your carrier while a poorly written report calls into question. The ~~creadgblity~~ ~~creasibility~~ your work will be Intent to your readers.



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## features of <sup>good</sup> full report-

reports provides factual information depending on which decision are made, so everyone should be taken to ensure that a report has all the essential qualities which turn it into a good report. A good report must have the following qualities.

- (i) precision (purity) — In a good report The report writer is very clear about the exact and definite purpose of writing the report. his/her investigations, analysis, recommendation and others are directed by his central purpose.
- (ii) accuracy of facts — Information contain in a report must be based on accurate fact,
- (iii) Relevancy — The fact presented in a report should not be only accurate but also be relevant
- (iv) Reader orientation — while drafting any report it is necessary to keep in mind about the person who is going to read it. that's why a good report is always reader orientable readers knowledge and level of understanding should be considered by the writer of report well reader oriented information quality a report ~~to be~~ to be a good one.



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(v) Simple language - This is just another essential features of a good report. A good report is written in a simple language avoiding unclear words.

(vi) conciseness - A good report should be concise but it does not mean that a report can never be long rather it means that a good report or a business report is one of that transmit maximum information with minimum words.

(vii) grammatical accuracy - A good report is free from errors any faulty construction of a sentence may bring its meaning different to the readers and sometime may become confusing or ambiguous.

(viii) Clarity - Clarity depends on proper arrangement of facts. A good report is absolutely clear reporter should make his purpose clear, define his sources, state his findings and finally make necessary recommendation.

(ix) Attractive presentation - Presentation of a report is also a factor which should be consider for a good report. A good report provides a catchy and smart look and creates attention of the readers. Structure, content, language and Typing and presentation style of a report should be attractive.

(x) Unbiased recommendation - recommendation on report usually makes effect on the reader's mind so if recommendation are made at the end of the report they must be impartial and objective they should come as logical conclusion from investigation and analysis.