



WRITTEN COMMUNICATION

Introduction to Written Communication

- Written communication is the process of conveying messages through written symbols.
- It is a fundamental mode of communication in professional, academic, and technical contexts.
- Unlike oral communication, writing provides a permanent record and allows careful crafting of messages.

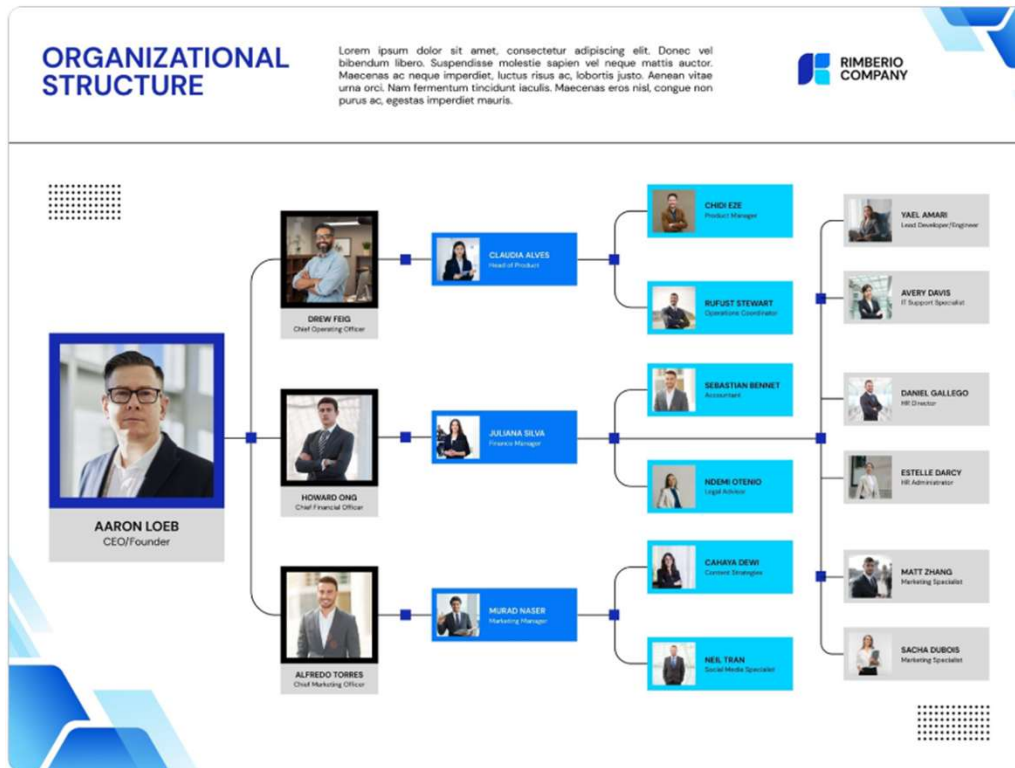
WRITTEN COMMUNICATION

Importance of Written Communication

- Enables clear, precise, and unambiguous information sharing.
- Facilitates documentation, reference, and legal record-keeping.
- Supports communication across time and geography.
- Essential for technical fields to convey complex information accurately.

Example: User manuals, reports, emails.

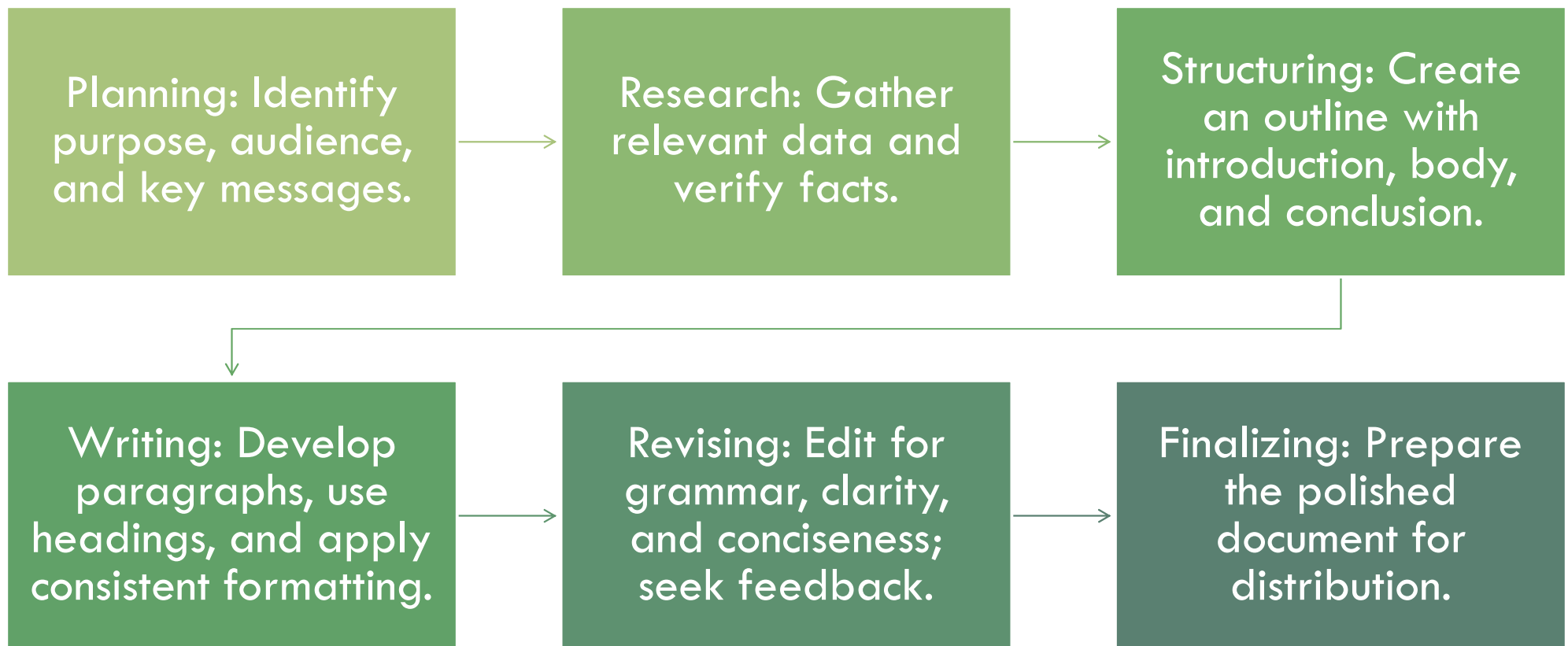
WRITTEN COMMUNICATION - EXAMPLES



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WRITTEN COMMUNICATION - DRAFTING



WRITTEN COMMUNICATION – PARAGRAPH WRITING

Introduction to Paragraph Development

- Paragraphs are building blocks of effective writing.
- A well-developed paragraph conveys one main idea clearly and coherently.
- Essential for clarity and reader engagement in technical and business writing.