

Mechanics of Writing

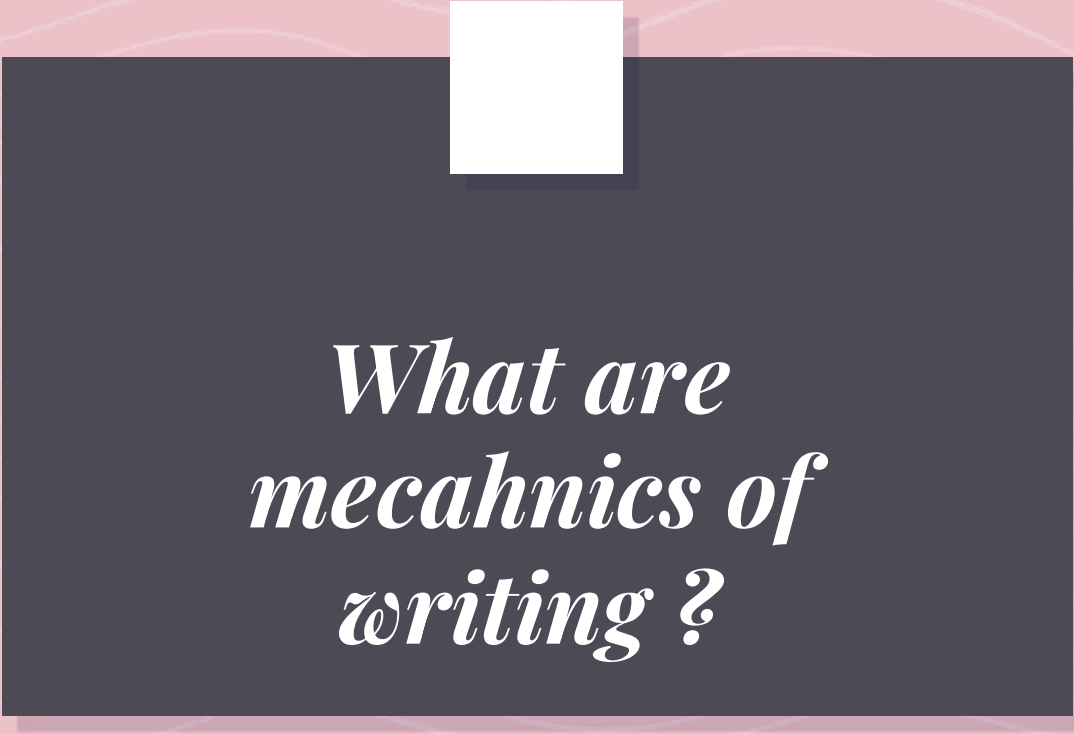
What Is Effective Written Communication?

The purpose of written communication is to capture your reader's attention and get your point across clearly. Ultimately, when you communicate in writing, you are helping the reader understand your perspective on a topic. There are certain qualities all effective written communication shares, and if you add these elements to your writing, your work will be more powerful.



Importance of Effective Written Communication

In some ways, effective written communication is even more important than spoken communication. Unless it is being recorded, regular speech does not last. However, written communication is a record, and people may refer back to it later. This means that in addition to creating a connection with your audience, you need to consider the lasting impact of what you write. Think about how it will be perceived by your audience initially, as well as the impact it will leave.



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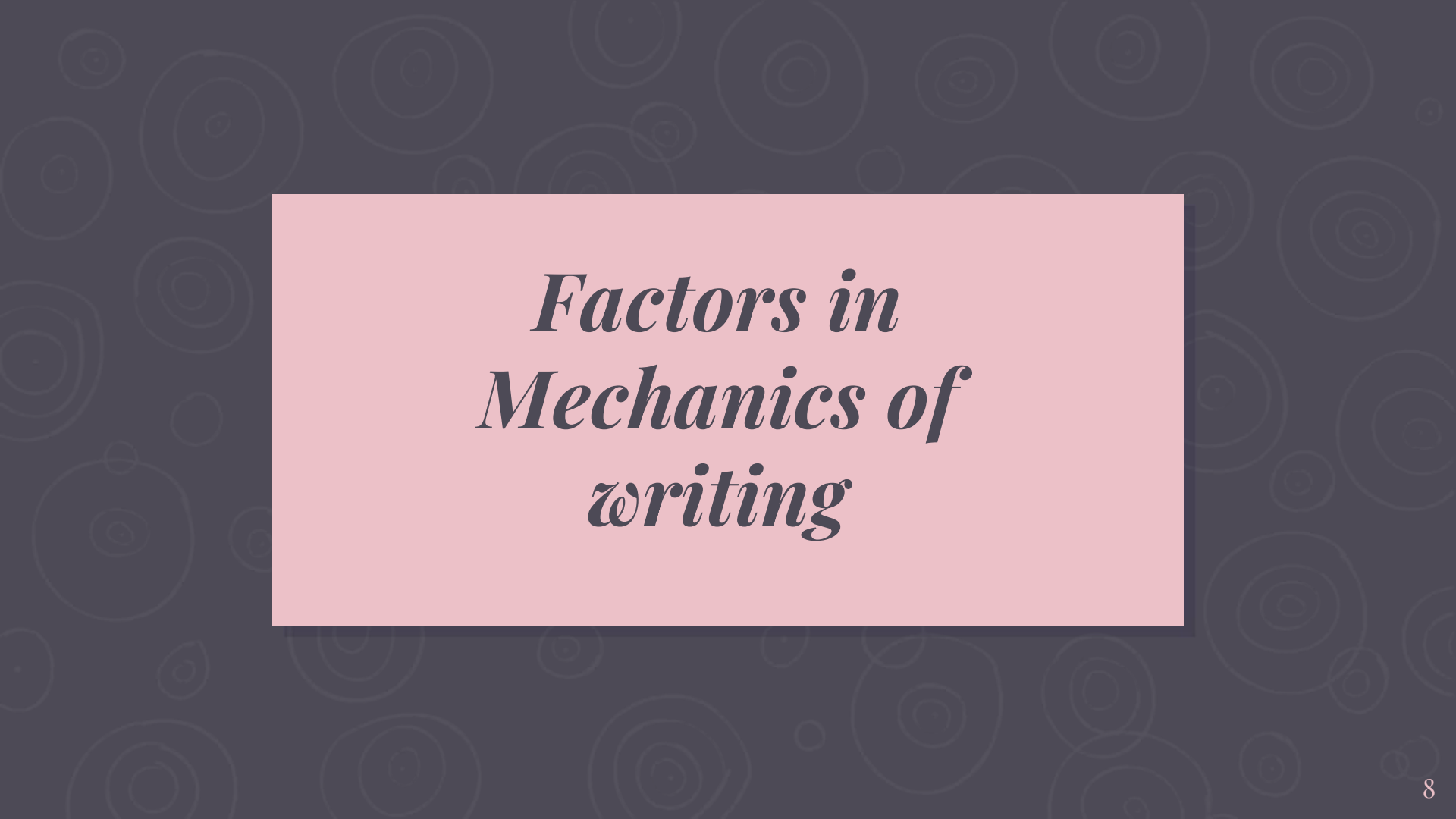
It refers to the parts of speech and how they combine together to form sentences. Mechanics refers to the rules of the written language, such as capitalization, punctuation and spelling. An understanding of both grammar and mechanics is required to clearly communicate your ideas in a paper.

Mechanics of writing

- Mechanics, in theory, includes matters such as usage and spelling, as well as hyphenation and the use of italics. Essentially, mechanics refers to a set of conventions--how to abbreviate and when to capitalize, for example."

Mechanics of writing

- The goal of mechanics of writing is to make the writing precise and grammatically correct

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Factors in Mechanics of writing

*Factors in
Mechanics of
writing*

- Spelling
- Punctuation
- Italics
- Names of the persons
- Quotations
- Capitalisation and personal names

Spellings

Spellings in research work should be consistent and correct. To improve spelling skills, you can use a memory device known as mnemonics. This memorable phrase, acronym or pattern can come in handy for remembering something like the spelling of a word

Punctuation

- ▶ The purpose of punctuation is to bring clarity in writing and to make it comprehensible. Punctuation clarifies sentence structure , separating some words and grouping others.
- ▶ Punctuation marks should be taken into account while writing.

Capitalization

Capitalization and punctuation are the mechanics of writing. They are not simply rules that we must memorize and follow; they are specific signals to the reader. These mechanics are used to determine the meaning and to clarify intent. It is possible to change the connotation of a sentence by altering punctuation and/or capitalization.

Some Suggestions to Make Writing Effective

Paragraph structure: Each paragraph should begin with a topic sentence that provides an overall understanding of the paragraph. Since each paragraph should have a single theme or conclusion, the topic sentence states that theme or conclusion.

Some Suggestions to Make Writing Effective

Sentence length: Sentences should be kept as short as possible so that their structure is simple and readable.

Personal Pronoun :In general, Personal pronouns (I, you, he, she, my, mine, our, us) are not used in technical reports.

Writing Conclusion

Writing Conclusion

- A conclusion works to remind your reader of the main points of your paper and summarizes what you want your reader to “take away” from your discussion. Consider these tips when writing your conclusion.

Writing Conclusion

- Begin with your rephrased thesis statement to remind your reader of the point of your paper.
- Summarize the points you made in your paper and show how they support your argument; tie all the pieces of your paper together.

Defining & Describing

Defining & Describing

- ▶ When you **define** a word you limit its meaning to something specific. So when you're thinking about the word **define**, you're looking to create a boundary of meaning around it.

Defining & Describing

- On the other hand, when you **describe** something you report its details. You provide its attributes. The word has its roots in the Latin word *describere* which means "to write down." But it doesn't have to be written down always.

*Example of Defining &
Describing*

You can **define** a chair -a seat for one person, but when you have to **describe** it you will say- A **chair** is a piece of furniture with a raised surface supported by legs. Chairs are supported most often by four legs and have a back. Chairs are made of a wide variety of materials, ranging from wood to metal to synthetic material.

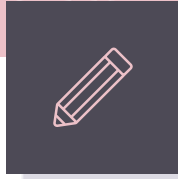
You can **define** a cell- the basic structural and functional unit of all organisms, but to **describe** it you will have to give its components, structures, processes etc.

While on the contrary, you can **describe** the view from your window but you can't **define** that.

Classifying

CLASSIFYING

Classification is a method of paragraph or essay development in which a writer arranges people, objects, or ideas with shared characteristics into classes or groups. A classification essay often includes examples and other supporting details that are organized according to types, kinds, segments, categories, or parts of a whole.



Thank You...