

UNIT 4

TOPIC: REFERENCING & WRITING SKILLS

LECTURE 18

CO: HM002.5

+

•

○

Avila Naik



Subtopics

- Writing skills- Effective writing - vocabulary expansion - Effective sentence structure, brevity and clarity in writing- cohesion and coherence in writing, emphasis. Paragraph writing.

Writing Skills

- The following guidelines will help achieve clarity and economy in writing:
 - Prefer simple, familiar words to obscure, unfamiliar words.
 - Prefer concrete and specific words to abstract and general words.
 - Use acronyms carefully.
 - Avoid clichés.
 - Avoid excessive use of jargon.
 - Avoid foreign words and phrases.
 - Avoid redundancy and circumlocution.
 - Avoid discriminatory writing

Writing Skills

- Use Familiar Words
 - An important element in the use of words is the selection of familiar words—words that are commonly used in daily language.
- Use Concrete and Specific Words
 - Concrete words stand for things that exist in the real world such as chair, desk, automobile, flowers, the Taj Mahal, and so on. Abstract words, on the other hand, cover broad meanings—concepts, ideas, and feelings.
 - Concrete and specific words are always preferable to abstract words. Concrete words permit a limited interpretation and convey a more definite meaning.

Writing Skills

- Use Acronyms and Abbreviations Sparingly
 - An acronym is a word formed by combining the first letters of the words that make up the name of something. For example, WHO is the acronym for World Health Organization.
- Avoid Clichés
 - Clichés are overused words and phrases that have lost their appeal. Nobody likes to hear stale, once-fashionable phrases that add little or no meaning to what we say. Some well-known clichés include food for thought, teeming millions, last but not the least, fishing in troubled waters, and to burn the midnight oil
- Avoid Excessive
 - Use of Jargons Jargon is defined as words or expressions that are used by a particular profession or group of people and are difficult for others (outside this group) to understand. Every profession has its specific jargon

Writing Skills

- Use Acronyms and Abbreviations Sparingly
 - An acronym is a word formed by combining the first letters of the words that make up the name of something. For example, WHO is the acronym for World Health Organization.
- Avoid Clichés
 - Clichés are overused words and phrases that have lost their appeal. Nobody likes to hear stale, once-fashionable phrases that add little or no meaning to what we say. Some well-known clichés include food for thought, teeming millions, last but not the least, fishing in troubled waters, and to burn the midnight oil
- Avoid Excessive
 - Use of Jargons Jargon is defined as words or expressions that are used by a particular profession or group of people and are difficult for others (outside this group) to understand. Every profession has its specific jargon

Writing Skills

- Avoid Foreign Words and Phrases
 - Like jargon, some writers indulge in the use of foreign words and phrases. It makes little sense to use words such as *vide supra* or *raison d'être* in place of better understood English equivalents such as 'see above' and 'the justification for', respectively. Some foreign words are unavoidable and are also universally understood and accepted; for example, *etc.* (*et cetera*), *i.e.* (*id est*), *e.g.* (*exempli gratia*), *a.m.* (*ante meridiem*), *p.m.* (*post meridiem*), and so on.
- Avoid Redundancy and Circumlocution
 - We need to avoid the use of unnecessary words or resort to needless repetition of an idea. This makes the writing redundant. Redundancy is the part of a message that can be eliminated without loss of much information.
 - Some examples of redundancy are—the superfluous words are italicized—*basic fundamentals*, *return back*

Paragraph Writing

Structure of Paragraphs

- A typical paragraph consists of three parts.
 - The first part is the topic sentence, which is the heart of the paragraph, which can figure either at the beginning or at the end of the paragraph. The topic sentence (also called thesis sentence or key sentence) contains the new aspect of the subject of the text.
 - The second part of the paragraph contains sentences which develop support for the topic sentence. These sentences may contain arguments, explanations, details, examples, and other supporting evidence.
 - The third part of the paragraph is often a summary of the paragraph or a linking sentence to the next paragraph. In many well-written texts, the reader will get a good idea of the contents by reading just the first sentences (i.e., the topic sentences) of each paragraph.

TAKEAWAY

