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Teaching of English

Developing the skills of writing-steps, stages ,types.

What is writing ?

There are four skills to learn a particular language i.e. listening, speaking, reading and writing. Learning to read and write is a process of experiencing language. Children learn to talk in a language of participating in communicative interactions. Once a child has begun to communicate orally in a language, writing can be introduced.

Writing is the physical expression of what you think. The close relationship between writing and thinking makes writing valuable. Thus, writing is closely related to the inner processes within a child's mind, i.e., the internal manipulation of external experiences. In addition to this, writing reinforces the grammatical structures, idioms and vocabulary that we have been teaching our children, writing skill makes the language item learnt firmly fixed in the minds of the learners.

According to Bacon, "Reading makes a full man, conference a ready man and writing an exact man". What he means is that writing is a useful means of organising thought and giving it precision.

Mahatma Gandhi has also emphasised the importance of a writing by saying, " Fair and legible hand writing is a tool used to enable us to express, what is in our mind and for some people is

almost as important as speech".

The following are the aims to be borne in the mind by the teachers while developing the skills of writing among their pupils.

To make the pupils write in simple and correct English in an idiomatic form of language.

- (i) To organize ideas and thoughts in paragraphs.
- (ii) To enhance the power of vocabulary of the pupils.
- (iii) To develop in the pupils the power of imagination.
- (iv) To develop in the pupils the power of self-expression with the ease.

Developing Writing Skills

It is easy for one to think or generate some ideas or opinions. The main task is the presentation of that ideas and thoughts in an organized and logical way. The main task for a writer is to make reader indulge into his or her writings. Below are some of the writing skills for effective and creative writing.

- * Learn to write good sentences.
- * Make your writing more conversational, add some questions in it. Let the readers feel that they are in some situation.
- * Use paragraph style of writing. Writing whole content in a paragraph bores the reader.

- * The transition or the shift from one paragraph to another or from one line to another one must be a smooth ride.
- * Learn the use of voices or speech for effective writing.
- * Use proper punctuations, correct spellings and develop fine vocabulary.
- * Avoid slang, jargon, fancy words, and abbreviations.
- * Apply a structured process – plan, draft, edit, and format.
- * Find out the audience for the article.
- * Try to engage the audience by using simple, clear, empathy words.
- * Never lose the essence of your assertion.
- * Try to get familiar with the relevant software and platforms.

Importance of Writing Skills

- * Writing is a medium of communication. Writing skills help a person to express the ideas, opinion and thoughts in an easy and clear way.
- * It is widely used for personal and official communication.
- * Writing skills help to develop and compose any type of writing

contents.

*Writing skills help in bringing clarity and creativity in our writing.

Steps for writing skills

By just using fine vocabulary and developing writing skills, one cannot make a content presentable. There are some rules and formats for writing contents. There are some steps for writing which we need to follow:-

a) Choose a Topic

The very first step of writing content is to choose and decide a topic on which we want to write. The topic can be anything from a burning issue to a sensitive point or any official matter. We need to have a clear understanding of the topic which we want to write.

b) Research and Collection of Information

After knowing the topic, the next step is to research as much as possible and collect relatable information. Collect and note all the random thoughts, ideas, information related to it. Research the concerning audience. Try to find what they want. Identify the main theme of the content.

c) Organizing Content

The next step after noting down the information is to organize

them in a proper sequence. Creating an outline of the write up helps appropriately organizing the content. Sometimes, when the article is long enough, outlines help to identify the order and help in breaking the paragraphs to get meaningful information.

d) Writing

This is the main task for a writer. Always use simple and direct language for your article. The choice of words, the division of the paragraphs, the use of headings or subtitles, facts and figures create a huge impact on the reader's mind. Try to put the cause and effect or comparison and contrast or problem and solution style of writing.

e) Revising

Do not assume that the first write up is the final one. Revise your content. Add or delete, reorganize your matter.

f) Editing and Proof Reading

Once you finish your writing, it is the time to do editing, formatting, and proof-reading. Check for spelling, grammar, punctuation, voices, speech, sentence formation and other errors.

Also, check for commonly misused words like 'affect' and 'effect', 'then' and 'than', 'your' and 'you're', 'it is' or 'it's', some plural or possessive words.

g) Publishing and Printing

It is the immediate step one needs to undertake once they're ready with the final draft of their writing. Once, the document is ready it is the time for printing or publishing or putting it on a website for readers.

[Stages for writing will be in next pdf]