

Writing Skills

Writing is meant for conveying thoughts, ideas, and facts in easy and lucid language. Students have to learn the art of good writing which is essential in order to excel at both academic and professional levels. Good writing skills are needed for all the students in order to accomplish their educational and employable requirements. The following are some of the reasons showing the importance of writing skills:

- To write technical documents, research papers, and put forth the right facts and information.
- In searching and obtaining a job.
- To make presentations and reports, etc.
- For improving communication skills.

Process Approach

Graham Stanley defines “the process approach treats all writing as a creative act which requires time and positive feedback to be done well. In process writing, the teacher moves away from being someone who sets students a writing topic and receives the finished product for correction without any intervention in the writing process itself”.

“Process Approach stresses writing activities which move learners from the generation of ideas and the collection of data through to the publication of a finished text” -

“Process writing evolved as reaction to the product approach”.

According to the above definitions, Process approach is learner-centered in which learners’ needs, expectations, goals, learning styles, skills and knowledge are taken into consideration.

Process Approach is one of the approaches, such as Lexical Approach, Literature Based Approach, Grammar - Based Approach, Situational Approach, Structural Approach, Genre Approach, Task-Based Approach, and Product Approach in developing the language learning

skills. Comparing to other approaches, Process Approach has more advantages. Developing the language learning skills is not like the construction of a wall, but like the growth of a plant, taking its own time. No skill can be mastered overnight. Process Approach involves eight consecutive stages of writing strategies that enable learners to write freely and produce texts of good quality.

Naturally students, having good writing skills, are always successful at expressing their ideas and reaching their goals. They should develop the writing skills for their multiple benefits and success in life. The process of writing is to teach students how to write with coherence, an appropriate grammar structure and an acceptable spelling.

Stages of Writing

“Writing is a process which involves several identifiable steps”.

“The Process Approach focuses on the steps involved in creating a piece of work”. –

_____ According to Steele, Process Approach involves eight stages - Brainstorming, Planning/Structuring, Mind mapping, Writing the first draft, Peer feedback, Editing, Final draft and Evaluation and teachers’ feedback.

- **Stage-1:** Ideas are generated by brain storming and discussion in Stage-I
- **Stage-2:** Learners extend their ideas into a note form and judge quality and usefulness of ideas.
- **Stage-3:** This stage helps learners make the relationship of ideas understandableorganizing their ideas into mind map or linear form.
- **Stage-4:** In this stage, students prepare first draft in the classroom usually in pairs or groups.

- **Stage-5:** Then drafts are exchanged for students' reading and responding from each other's works. In this way, students develop an awareness of the fact.
- **Stage-6:** Considering the feedback of other students, drafts are improved with necessary changes.
- **Stage-7:** Finally, students prepare the final draft with necessary changes.
- **In Stage-8,** the final draft is evaluated by the teachers providing a feedback on it. Students get benefitted using this process approach as:

- Process Approach is learner - centered.
- Students can show their latent abilities in writing process.
- Learners build up their power of thinking and creativity.
- They understand the importance and value of developing their writing skills.
- They can concentrate on strategies and processes of writing with their own abilities and potentials.
- They are enabled to reach their objective and purpose.
- For improving creativity, exploration, and essential for self-understanding.

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Learning a variety of writing skills isn't as difficult as you may think. We've put together a list of steps to help you make dramatic improvements to the quality of your writing in short order. Becoming a better writer takes practice, and you're already practicing. No, seriously—you write a lot. Even if you don't think of yourself as a writer, you put thoughts into text more often than

you realize. At the very least, you write emails—a lot of emails—post on social media, make updates to your résumé and LinkedIn profile, and message your friends. If your job requires it, you also create things like reports, presentations, newsletters . . . it's a long list.

Give Your Writing Structure

It's fine to rattle off a stream of consciousness when you're writing in your journal, but if you actually want to communicate with others you'll need to bring some order to those rambling thoughts. Here are some tips.

Make sure you're clear on the concepts you're writing about.

Albert Einstein said, "If you can't explain it to a six-year-old, you don't understand it yourself." Before you start writing, take a moment to mentally explain the concept to the six-year-old who lives inside your head. (We all have one, don't we?) If your writing goal is to achieve a specific result, ask yourself what that result should be. Before you dive into writing, have a clear purpose. Then stick to it.

If the message is complex, outline it.

It doesn't take much thought-organizing to compose the average text message, but if you're writing something more complex, with multiple angles, questions, or requests, get all that stuff sorted before you sit down to write. Making an outline, or even just some quick notes about the topics you want to cover, can save you time answering clarifying questions later. And speaking of questions . . .

3 Anticipate your readers' questions.

Put yourself in your readers' shoes. Do they have enough context to understand what you've written for them? If not, fill in the blanks. But ...

Don't over-explain everything.

If you've taken the time to organize your thoughts in advance, you should be able to keep things simple. The idea is to give readers just enough to understand what you're communicating without overwhelming them with trivial details. If you find yourself getting in the weeds with more details than you need, look at each piece of information and ask whether it's essential to help your reader understand your message. If not, get rid of it.

Revising Tips

While one of the most common kinds of creative non-fiction writing (at least in an academic setting), the personal essay is probably one of the harder assignments to revise. After all, how do you "fix" a paper that is composed of very personal ideas? A personal essay is not like a formal analytical essay-- it doesn't need an explicit thesis-driven format. Therefore, revising a personal essay can be complicated, especially when you feel as though you don't want to tamper with personal thoughts. However, a personal essay often needs someone to tamper with it in order to make it a complete piece. Below we have listed several steps that may be useful when revising or giving feedback on a personal essay (either your own or someone else's).

Voice/Tone:

The voice and tone are important in the personal essay because they reflect the attitude the writer is trying to get across. Is the mood happy? Sad? Is it serious? Are we placed inside the writer's head? These are all important questions to ask in order to realize the effect/the emotion the writer wants the piece to convey. Ask yourself (or the writer): Is the writer's voice consistent throughout the piece? Does it reflect the tone of the piece? Does the piece incorporate some experimental ideas? It is not necessary to have a personal essay be “experimental,” but it does need to be unique to the writer (hence the name). Some experimental ideas include: playing with the sentence structure by juxtaposing short sentences with longer, complicated sentences ... playing with word usage by including repetition or alliteration ... or playing with form by including other voices, dialogue, and points of views.

Showing v. Telling: Details and imagery can only help a personal essay; they help to develop a story by making it more real to the reader. A personal essay doesn't necessarily need scenes, but it does need a well formed focus or point and imagery can help to establish that.

Character Development:

If the personal essay has characters, make sure they're developed clearly and that the relationships between the characters are developed. Dialogue between characters not only helps the reader to understand the relationships, it helps the reader to understand the individual characters and their actions. Imagery also helps with this and ties back into showing v. telling; by describing a character through details (of their actions or their appearance), we better understand a character.

Original Language:

Everything in a piece of creative writing is subject to scrutiny, including word choice. Therefore it's helpful to look closely at language. Is the writing fresh? Are there any obvious clichés that detract from the piece?

Form:

How a piece of creative non-fiction writing is put together is extremely important. The form not only needs to be organized well, it also speaks to the piece as a whole. Good questions to ask: Why is it organized in this way? How does this reflect your (or the writer's) experience? It's also helpful to discuss different form techniques such as flashbacks, stream of consciousness, or different scenes that piece together a writer's main idea.

Fiction/Poetry Techniques:

Since creative non-fiction writing is such a hybrid and multifaceted genre, it's often helpful to use/borrow techniques from fiction or poetry. Scenes, dialogue, narrative structure, setting, and an emphasis on language are all important aspects of creative non-fiction as well.

Tighten Your Writing

We sometimes write like we talk, and that can be a good thing. It keeps our writing conversational (more on that in a moment.) But rambling, wordy writing makes your text hard to read, and it can make you sound as though you lack conviction. Start practicing these skills to streamline your writing.

Go easy on the prepositional phrases

When I was a neophyte writer, someone showed me how prepositional phrases made my writing unnecessarily wordy and complex. It was an epiphany!

Prepositions aren't difficult to understand, but the concept does require some explanation. Get smart about prepositions here, and then try to simplify them whenever it makes sense. Your writing will get a much-needed clarity boost.

Eliminate the filler words and phrases

Some words show up in our writing all the time, and yet they don't contribute much of anything. Although these filler words and phrases sometimes add color or even meaning, most of the time they contribute nothing but clutter. Here are thirty-one of them you can eliminate right now.

Here's even more help.

Don't pad weak words with adverbs.

Adverbs—those words that often end in -ly—modify verbs and sometimes adjectives. They're okay once in a while, but when you find yourself using them all the time, you're probably making weak word choices. Instead of “ran really fast” write “sprinted.” Was something “extremely funny”? Nah, it was “hilarious.” The scenery may have been “very beautiful,” but your writing's going to shine if you refer to it as “gorgeous,” “lush,” “verdant,” or “bucolic.”

Make Your Writing More Conversational

Stick with simple words.

Bestselling author John Grisham said, “There are three types of words: (1) words we know; (2) words we should know; (3) words nobody knows. Forget those in the third category and use restraint with those in the second.” There’s a difference between having a rich vocabulary and dropping million-dollar words into your writing just to show off. Unless it’s your intent to be poetic, keep your language simple and direct.

I’m certain sure you are able to can deliver the quality of work we’re looking for. Let’s discuss talk about it in our meeting next week.

Use contractions.

English speakers use contractions—you’re, I’m, we’re, they’re, can’t, didn’t. Your writing will sound stiff and formal without them. For example:

I am sure you are able to deliver the quality of work we are looking for. Let us discuss it in our meeting next week.

Now, let’s add some contractions. Doesn’t this sound less stuffy?

I’m sure you can deliver the quality of work we’re looking for. Let’s talk about it in our meeting next week.

Try transcribing yourself.

Record yourself talking. You can learn a lot about conversational writing using this one weird trick! (Sorry, BuzzFeed, we tease because we care.)

Try transcribing a conversation you’ve recorded (with the other person’s permission, of course).

Transcribe a couple of minutes of the conversation word-for-word. Then, fix or remove any false

starts and remove filler (um, uh, like, you know)—et voila!—you’ve got yourself some conversational writing. The process of transcribing and editing will help you learn what to do and what not to.

Throw away the grammar rule book . . . within reason.

We, the Grammarly team, give you permission to start sentences with conjunctions. And (see what we did there?) unless you’re writing something formal, we’re perfectly okay with you ending some sentences with prepositions. Write naturally, human! It’s all good.

Keep your sentences simple.

Literary greats can write long, complex sentences with flair. Why not you? Well, for starters you’re probably not trying to write like Tolstoy, Nabokov, or Faulkner. Short, less complicated sentences are easier to read. Keep it simple, silly! But do vary your sentence length so your writing has a nice flow.

Read it out loud.

Speaking of flow, reading your writing aloud can help you determine whether it flows smoothly. If it sounds choppy and clipped, add a few longer sentences to break up that steady, monotonous beat. If you find yourself stumbling over parts, you’ve probably found an overly complex sentence that needs rewriting. I always recommend reading your work out loud . . . because it works!

Infuse your personality into your writing

Letting your personality shine through is the best way to develop a writing style. Use the phrases and slang that you would normally use (within reason). When it's appropriate, throw in a relevant personal anecdote. In all but the most formal or professional writing settings, be yourself when you write.

Practice, practice, practice!

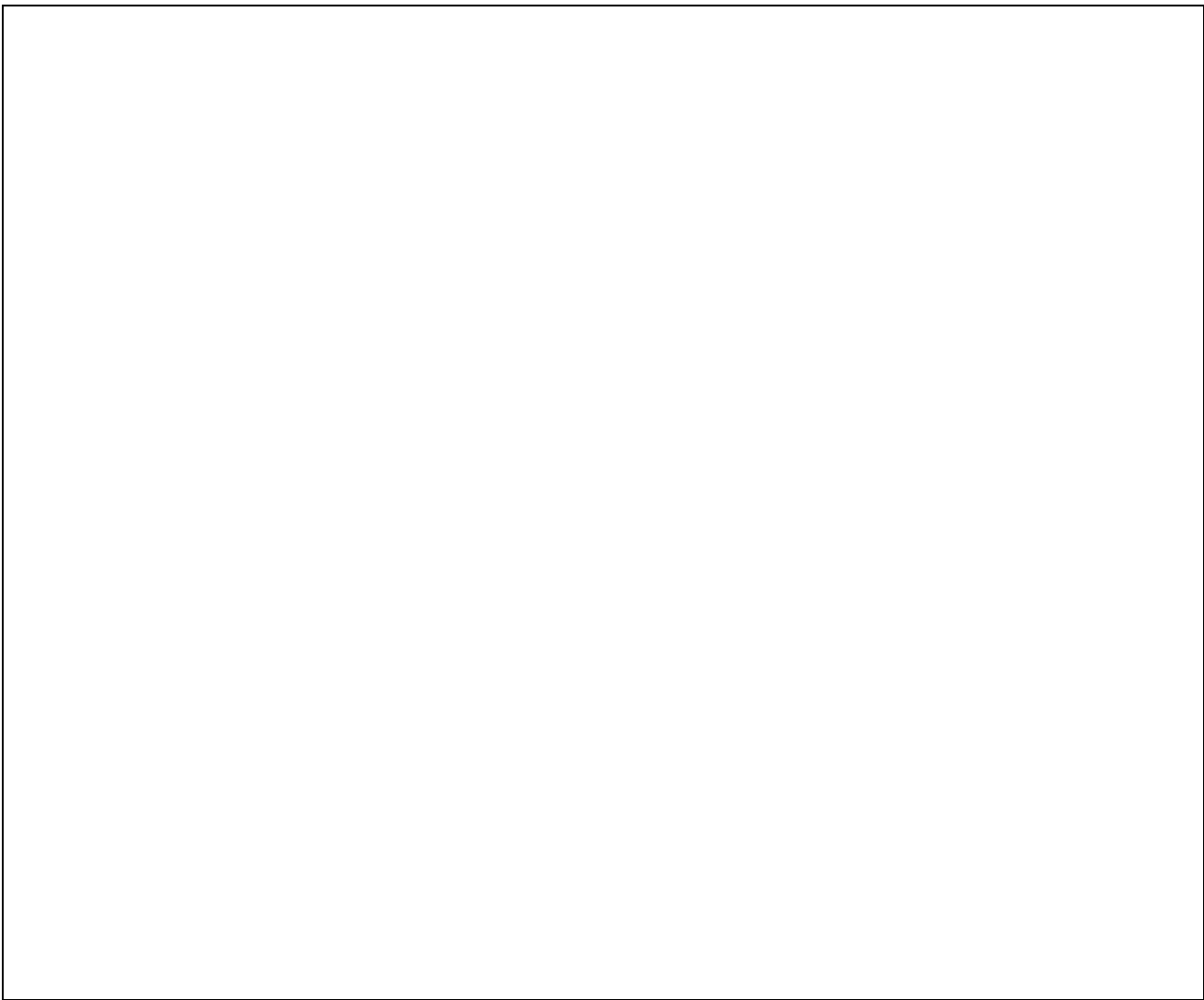
The ultimate way to make your writing better is to learn what weakens it in the first place, and then set your mind to fixing (and eventually preventing) the glitches. The more you write, edit, and proofread, the better you get at it.

In conclusion, it is to realize that writing is an extremely complex cognitive activity in which the writer is required to demonstrate control of variables simultaneously. Strong writing skills may enhance students' chances for success. Writing is an essential factor of language.

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Activity 1:

Think of yourself as a critic and write a review about any movie.



Activity 2:

Complete the story.

There was a man. He was fond of collecting precious stones. One day he was passing by a river, there he met