

## 6. INTRODUCTION TO BASICS OF WRITING



### INTRODUCTION

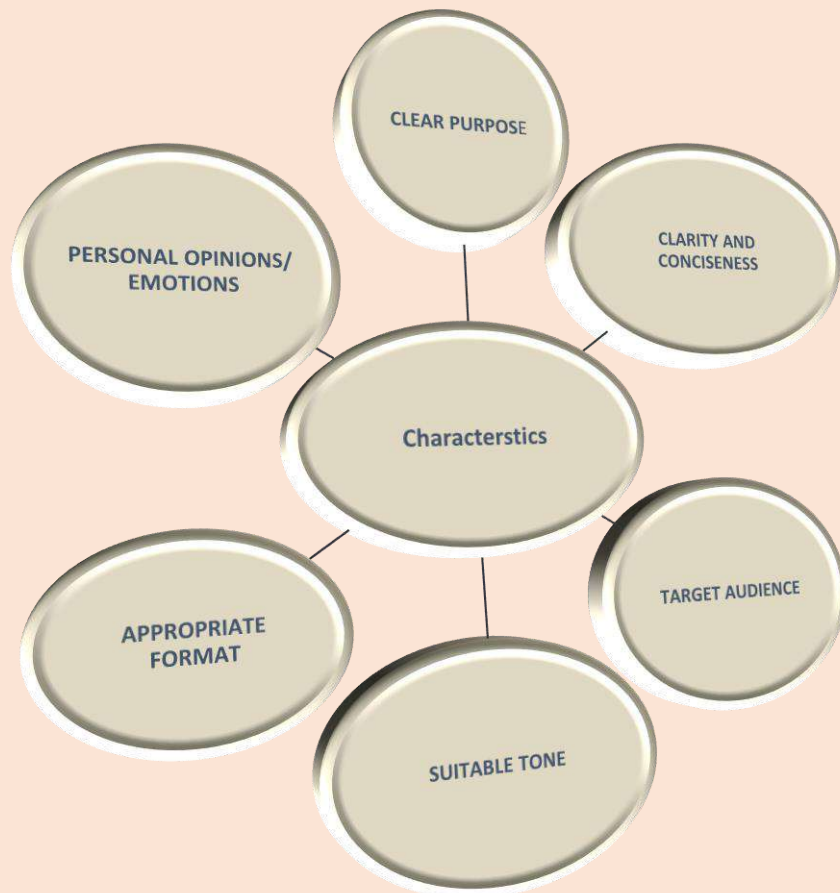
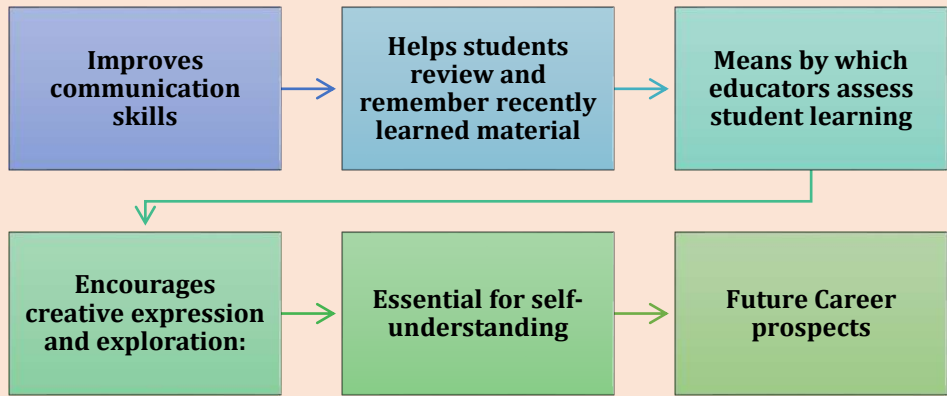
Writing is a complex activity that requires vast vocabulary, knowledge of varied sentence structures, and correct grammatical usage. Presenting content in a logical and sequential manner is another essential aspect of writing.

### STYLES OF WRITING

There are four main types of writing:



# IMPORTANCE



## STEPS FOR WRITING



## Questions

### Question 1

#### Characteristics of Good Business Writing?

#### Answer:

The following characteristics need to be taken care of in business writing.

- ✚ **CLEAR PURPOSE:** People working in the fast paced world have busy schedules and time lines to adhere to. They have no time to waste.
- ✚ **CLARITY AND CONCISENESS:** Creative figures of speech and poetic phrases are not used in business correspondence.
- ✚ **TARGET AUDIENCE:** The audience you are writing for ascertains your language and tone. The manner in which you communicate with a superior, a colleague, a customer or a service provider will differ.
- ✚ **SUITABLE TONE:** One tricky aspect is tone of the writer. It can easily be misinterpreted. Always be polite and courteous in your communication. Do not be overly informal or friendly.

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- ✚ **APPROPRIATE FORMAT:** Business modes of writing have specified formats. Letters, proposals, memos, and many other types of business writing follow the standard format as it helps avoid any kind of misinterpretation or confusion.
- ✚ **PERSONAL OPINIONS/EMOTIONS:** Business communication is based on facts and figures. The writer's personal opinion or perspective on a matter does not carry any weight. He has to follow the company policy or directive. Avoid use of phrases like, 'I think', 'I feel', 'in my opinion' etc.

## Question 2

### **What are the Steps for writing?**

#### **Answer:**

- ✚ **Selecting a topic:** The process of writing begins by selecting a topic for writing. The selection may be made by a teacher, a manager or by the writer himself/herself. The first step is to have an idea, theme, issue or any subject matter clearly stated.
- ✚ **Brainstorming:** The next step is to brainstorm. Once you know the topic you have to write on, random thoughts, ideas, information related to it, begins to crowd your mind. You may also search for content related to the topic. Note down all the points that come up.
- ✚ **Organising your content:** This is the framework on which your written work stands. First make a list of the main sub points you wish to include. Thereafter, put all the subject matter that can be included in that point, under the sub heading.
- ✚ **Writing:** The most important step is writing. The choice of words, an interesting beginning of the article, framing of suitable sentences, division of paragraphs, inclusion of anecdotes and dialogues and use of illustrations and examples, decide whether your written content makes an impact on your readers. This is a time consuming and laborious task. You write, delete and rewrite before the final product is ready.
- ✚ **Revising:** Give yourself a break before you revise your text. This gives you a fresh perspective and an enhanced ability to notice errors. At this stage you can add or delete content, reorganise matter, and improve upon certain sections of your work.
- ✚ **Editing and proof reading:** Once the text is ready, it is time to proof read it for spelling, grammar, punctuation, and sentence structure errors. This can be done by an expert in the field.
- ✚ **Publishing and printing:** Once the final document is ready, it can be sent for printing, put on a website for readers or be used as a resource document.

## Question 3

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## What is Expository?

### Answer:

**Expository:** Expository writing is writing that seeks to explain, illuminate or <expose> (which is where the word <expository> comes from). The main purpose of this type of writing is to spread information.

This style of writing attempts to relay facts for a purpose. It is objective in nature. The writer's opinions, emotions, biases, or points of view have no place in it. This type of writing includes-

- + textbooks,
- + research papers
- + news stories
- + encyclopedias
- + instruction manuals
- + Recipes/ any process description
- + Essays
- + Reports

### Sample 1:

#### Memory

The human memory remains an interesting research subject for psychologists. Typically, human beings live in the present. However, the past constitutes an integral component of life, and this makes the memory a fundamental element in daily operations.

According to Zimmerman and Kelley (2010), the recall of the past and recent events involves intricate mental processes that integrate the multiple complex domains of the brain. Our memory is not a physical object, nor a component within our body; rather, it is comprised of past events and the meaning that is attached to them. The ability to store past recollection of experiences makes up our memory.

The work done by the brain involves processing information and classifying each piece by its importance. The ability to break down information into manifold relevant and irrelevant parts ensures that the most relevant information is stored. Consequently, the human memory is comprised of the complex process of perception and retention of events.

Schwabe and Wolf (2010) assert that without memory, one cannot learn.

Memory is the internal mental record that gives people access to personal and past events. The human brain captures succinct information from the environment and stores it for future use. Encoding experiences or personal information embodies a mental process that allows for the retrieval of information from the various compartments of the brain.

Scientists suggest that the hippocampus in the brain stem is the centre where information is kept. Our brain has the ability to recall bits of information and discriminate said information in which the most relevant data is retained appropriately (Wimer & Shohamy, 2012). Human memory underpins learning the process; through retention of information, learning takes place

### **Sample 2:**

#### ***The Perfect Summer Holiday Home***

My maternal grandparents' home in rural Punjab was the perfect holiday destination for all children in the family. A large family home, it was built on almost an acre of land. Its location amidst green swaying fields, the roads leading to it flanked by numerous mulberry and mango trees, the water flowing in the small gullies amidst the fields and, of course, most importantly the canal flowing just two hundred meters behind the house was the source of much pleasure for the kids.

The house itself had many treasures for all of us. The large iron doors, ten feet high and seven feet wide each, opened into a huge compound. Right at the entrance, on the left side, was the formal sitting room where my grandfather met all his male friends and associates. It had a collection of his magazines and formal documents. Sneaking into this august place was a desire harbored by many of us.

At the far end of the compound was a row of large cavernous rooms with huge canopied beds, ancient wooden almirahs and large tin trunks holding beddings for at least fifty people. In one of the rooms was an iron mesh cupboard which had goodies stored in it. It had to be kept locked by my granny as it would be raided and emptied in no time by the brood. Delicious aromas always wafted from the open and enclosed kitchens with something cooking on the mud chulhas with wood fires and clay ovens.

The left of the compound had a hen coop and the right side housed the buffaloes. Excitement ran high when we went looking for eggs laid by the free range hens, helped feed the buffaloes and were given rides on buffaloes and bullock carts. The entire area was surrounded by large sheesham and neem trees; just perfect

for playing hide and seek. Bathing in the large tube well of the house and the canal behind was frowned upon by the adults but the children could often be found chilling and cooling in them with their clothes on regaling each other with stories, playing games or simply squabbling amongst themselves.

#### **Question4**

**What are the 3 stages of writing?**

#### **Answer:**

In broad terms, the writing process has three main parts:

Pre-writing, Composing, and Post-writing.

These three parts can be further divided:

1. Planning;
2. Gathering/Organizing;
3. Composing/Drafting
4. Revising/editing; and
5. Proof reading.

#### **Question5**

**What are the processes of writing?**

#### **Answer:**

Resources for Writers: The Writing Process. Writing is a process that involves at least four distinct steps: prewriting, drafting, revising, and editing. It is known as a recursive process. While you are revising, you might have to return to the prewriting step to develop and expand your ideas.

#### **Question6**

**How do you describe the process of writing?**

#### **Answer:**

The Writing Process

- STEP 1: PREWRITING. THINK AND DECIDE. Make sure you understand your assignment. ...
- STEP 2: RESEARCH (IF NEEDED) SEARCH. List places where you can find information. ...
- STEP 3: DRAFTING. WRITE. Put the information you researched into your own words. ...
- STEP 4: REVISING. MAKE IT BETTER. ...
- STEP 5: EDITING AND PROOFREADING. MAKE IT CORRECT.

#### **Question7**

**What are the five stages of writing process?**

#### **Answer:**

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Writing is a process that involves at least four distinct steps: prewriting, drafting, revising, and editing. It is known as a recursive process. While you are revising, you might have to return to the prewriting step to develop and expand your ideas.

### **Question8**

**What is post writing stage?**

**Answer:**

Post-Writing. We define post-writing as the step in the writing process where the written text is shared with other audiences, such as a peer-editor or the instructor or even with the general public. The basic components of post-writing activities: Re-read your story, make sure sentences make sense.

### **Question9**

**What comes first prewriting or drafting?**

**Answer:**

The Writing Process- Drafting and Editing. Writing is a process that involves several distinct steps: prewriting, drafting, revising, editing, and publishing. It is important for a writer to work through each of the steps in order to ensure that he has produced a polished, complete piece.

### **Question10**

**What is prewriting from the writing process?**

**Answer:**

Prewriting is the first stage of the writing process, typically followed by drafting, revision, editing and publishing. Prewriting can consist of a combination of outlining, diagramming, storyboarding, clustering (for a technique similar to clustering, see mind mapping).

### **Question11**

**What is post reading?**

**Answer:**

Post-Reading Teaching Strategies. ... After or post-reading strategies provide students a way to summarize, reflect, and question what they have just read. They are an important component of the pre-, during, and post-reading strategy and is the core of good comprehension.

### **Question12**

**What are some prewriting strategies?**

**Answer:**



Let's take a look at three helpful prewriting strategies: free writing, clustering, and outlining. Often the hardest part of writing is getting started. ... Free writing is a terrific tool for clearing the road and reducing thought congestion. Free writing is writing without concern for correctness or quality.

### **Question13**

#### **What are reading strategies?**

##### **Answer:**

"Before" strategies activate students' prior knowledge and set a purpose for reading. "During" strategies help students make connections, monitor their understanding, generate questions, and stay focused. ... Teachers should help students to understand why a strategy is useful, how it is used, and when it is appropriate.

### **Question14**

#### **What is the process of reading?**

##### **Answer:**

Reading is defined as a cognitive process that involves decoding symbols to arrive at meaning. ... During this processing of information, the reader uses strategies to understand what they are reading, uses themes to organize ideas, and uses textual clues to find the meanings of new words.

### **Question15**

#### **What is the writing process?**

##### **Answer:**

Writing is a process that involves at least four distinct steps: prewriting, drafting, revising, and editing. It is known as a recursive process. While you are revising, you might have to return to the prewriting step to develop and expand your ideas.

### **Question16**

#### **What are the first steps of the 3x3 writing process?**

##### **Answer:**

The first steps of 3x3 writing are pre-writing, writing, and revise. Prewriting is where someone will analyze, anticipate and adapt to the subject of the paper. Writing is where one will research, organize and compose the paper. The stage process if writing is revising.

### **Question17**

#### **What are the features of effective writing?**

##### **Answer:**

The five Features of Effective Writing are focus, organization, support and elaboration, grammatical conventions, and style. Focus is the topic/subject/thesis established by the writer in response to the writing task.

### **Question18**

**What are the three qualities of good writing?**

**Answer:**

However, there are certain qualities that most examples of good writing share. The following is a brief description of five qualities of good writing: focus, development, unity, coherence, and correctness. The qualities described here are especially important for academic and expository writing.

### **Question19**

**What are the elements of effective writing?**

**Answer:**

- CENTRAL IDEA. This element of good writing involves focusing on a clear, manageable idea, argument, or thesis around which to organize your material. ...
- ORGANIZATION. ...
- SUPPORTING MATERIAL. ...
- EXPRESSION, WORD CHOICE, AND POINT OF VIEW. ...
- SPELLING, GRAMMAR, AND PUNCTUATION.

### **Question20**

**What defines good writing?**

**Answer:**

It isn't that hard to tell whether a piece of writing is good or bad. ... Good writing has: Ideas that are interesting and important. Ideas are the heart of the piece — what the writer is writing about and the information he or she chooses to write about it. Organization that is logical and effective.

### **Question21**

**What are the three elements of a good paragraph?**

**Answer:**

The three basic elements of a paragraph are a good topic sentence, a clear and concise body, and a conclusion that wraps up the point you're trying to convey.

### **Question22**

**What is the purpose of writing?**

**Answer:**

When someone communicates ideas in writing, they usually do so to express themselves, inform their reader, to persuade a reader or to create a literary work.

In college, we mostly rely on two purposes for composition style writing, and those are to inform or to persuade the audience.

### **Question23**

**What are examples of writing styles?**

**Answer:**

Here are the four different types of writing styles and their categories.

- Expository Writing. The main characteristic of expository writing is that it is predominantly used to explain. ...
- Descriptive Writing. Descriptive writing as the name implies is all about description. ...
- Persuasive Writing. ...
- Narrative Writing.

### **Question24**

**What are some types of writing styles?**

**Answer:**

There are four main types of writing - expository, persuasive, descriptive, and narrative - and each one has a specific style. Expository writing is a general category that includes all types of essays (with the exception of persuasive essays).

### **Question25**

**What is the author's writing style?**

**Answer:**

The style in writing can be defined as the way a writer writes. It is the technique that an individual author uses in his writing. It varies from author to author, and depends upon one's syntax, word choice, and tone. It can also be described as a "voice" that readers listen to when they read the work of a writer.

### **Question26**

**What is writing and why is it important?**

**Answer:**

"Writing is critical to becoming a good reader. Writing is an essential job skill. Writing is the primary basis upon which one's work, learning, and intellect will be judged - in college, at workplace and in the community. Writing equips us with communication and thinking skills."

**Following reasons from importance of writing:**

1. It is a pivotal form of communication in all walks of life.
2. Most jobs require one to do it in some capacity, whether employed in blue-collar job or white collar job.

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3. It utilizes one's intelligence, education and critical-thinking skills.
4. Those who write well are good for business
5. Language-oriented people make other jobs easier.

### **Question 27**

**What are the different styles of writing?**

**Answer:**

A writer's style is a reflection of his or her personality, unique voice, and way of approaching the audience and readers.

**However, there are four main types of writing:**

1. Expository
2. Descriptive
3. Persuasive
4. Narrative

# **PAST EXAMINATION QUESTION**

**JULY - 2021**

### **Question 1**

**Distinguish between general English and Business English.**

**Answer:**

- While both are kind of English language as forms of communication, the objectives of these two widely vary from each other
- The approach for the general leans more on the basic, conversational, days – to – day use of words. While business English is a systematic and complex mode of speaking the said language.
- Business English is used in workplaces or offices for business communication.