

HOW TO IMPROVE WRITING SKILLS



WHAT ARE WRITING SKILLS?

- When we talk about writing skills, we are referring to your ability to provide the reader with all the relevant information that they will need in a clear and concise manner that can be easily understood.
- Someone who has good writing skills will be easily able to put their message across in a piece of writing that is grammatically correct and interesting, captivating the reader and causing them to want to read more.

TIPS FOR IMPROVING YOUR WRITING SKILLS

▶ SPELLING AND GRAMMAR

- Including a good level of spelling and grammar in your writing shows that you have paid attention to what you are doing. It is important to use a tool such as a spellchecker to ensure that there are no mistakes in the text. On top of this, good grammar not only makes your writing look and sound more professional, but it also allows the reader to understand it better.
- For example, if you were to make the smallest grammatical mistake such as using the wrong verb in a sentence, it can make it much more difficult to understand. Think about the following sentence "My sister likes fish so she ran to the shop to buy some." If the verbs in this sentence were not correct, it might sound more like this "My sister likes fish so she runned to the shop to buy some." You can see that the second example does not sound right and can make your writing sound sloppy.

▶ READ MORE

- One of the best things that you can do to improve your writing skills is to read more. By doing this you are ingraining a good knowledge of writing into your mind and it gives you the chance to learn from published and professional authors who have some of the greatest skills in the world.
- On top of this, by reading you will also be able to pick out mistakes in other people's work which will then translate into making less of your own mistakes. You will also be able to learn new vocabulary and learn more about different writing styles.

▶ PRACTISE

- It doesn't matter whether you are writing an important essay or making some notes in a personal journal, you are still writing and this is so important to do every day if you want to improve your writing skills.
- Putting pen to paper every day will not only create an excellent routine but will also give you the opportunity to practise and hone your skills, causing you to improve every single day.

▶ OUTLINE YOUR WORK

- Before you begin writing, it is very important to have a clear outline of what you are going to write. This will allow you to build up a picture which you can follow as you write, avoiding any unnecessary text and keeping the piece of writing on track from beginning to end.

▶ KEEP IT SIMPLE

- When writing, it is important that you consider your audience. Unless you are writing a technical manuscript that will be read by people who will understand the jargon and technical phrases, you should keep your wording simple and easy to understand. This will make your writing appeal to more people and will help you to get your point across much more easily.

▶ DRAFT, CHECK AND REWRITE

- It's not often that anything can be done perfectly the first time around and so checking your work once you have finished and rewriting parts of it can really improve your writing skills and allow you to add in and take away, leading to an excellent end result.

▶ LEARN YOUR STYLE

- Just as you wish to know yourself on a personal level, knowing yourself when it comes to your writing can benefit you greatly and in turn, improve your writing skills. It is important to understand your style of writing as this will make it easier for you to research ways to improve it and keep it on track.

▶ DON'T GET TOO WORDY

- Overusing words can cause your writing to lose its message with the reader getting caught up in trying to fathom out the meaning of the sentence. If you are trying to write something, you should keep it to a minimum, keep your sentences and paragraphs short and clear. This will make your writing much easier to understand and will still deliver the message.

▶ COMPARE YOUR WORK

- By comparing writing you did say, five years ago to a piece of writing you penned last week, you will easily be able to compare the two and see how far you have advanced. This can spur you on to further improve your writing skills and also help you to identify areas that need more improvement.

▶ RESEARCH

- If you are writing a piece of factual work, it is very important to put in the time to research the subject so that you can be confident that all the data you are referring to is correct. Even if you are writing a fictional piece, some research will be required. For example, if you are writing about a fictional character that lives in a city you have never visited, in order to make the story believable, you should research that city.



A Quick Guide To Improving Writing Skills

Linda V. Berens



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different parts of speech and the formation of questions and negatives Equip yourself with essential Chinese character based communication covering everyday objects activities food numbers colors animals and plants Experience the beauty of Chinese characters in context exploring common idioms expressions short stories dialogues and various forms of written communication Immerse yourself in the ancient art of Chinese calligraphy appreciating the different styles celebrated calligraphers and the profound cultural significance of this practice Engage in writing Chinese characters learning the basic strokes perfecting your character formation and honing your skills through consistent practice Delve into the captivating world of Chinese character history and tracing theories to gain insight into the celestial and earthly inspired conceptions of the origin of these characters Unravel the riddles and oral traditions associated with Chinese idioms discovering the cultural heritage and wisdom they embody Explore the pervasive presence of Chinese characters in the modern world witnessing their integration into technology business education media and entertainment Understand the significance of Chinese characters in various industries and disciplines and contemplate their continued relevancy in an ever evolving world With **Chinese Characters A Simple Guide to Finding and Understanding** you have an invaluable resource that comprehensively illuminates the world of Chinese characters Whether you re a student a traveler a business professional or simply a curious mind this book provides the knowledge and tools to unlock the secrets of Chinese characters empowering you to navigate the intricacies of this ancient and captivating writing system If you like this book write a review on google books [Better Sentence Writing in 30 Minutes a Day](#) Dianna Campbell,1995-01-01 **Better Sentence Writing in 30 Minutes a Day** features clear discussions of rules and strategies for good writing Concise explanations and an abundance of exercises reinforce the skills necessary for strong written communication From filling in the blanks to joining short sentences into longer and more graceful combinations this book will improve all writing capabilities An answer key in the back encourages self paced learning **Microsoft Word 2017: An Easy Guide for Begginers** Michael Galeso,2017-01-18 The Microsoft enterprise began in the early 1970s by childhood friends Bill Gates and Paul Allen From this concept grew the conglomerate that is known today as the birthplace of household software such as Microsoft Word and Microsoft Excel They form part of what is now known as the Microsoft Office The Office was created and Launched by the Microsoft Corporation and designed to offer convenience in the completion of everyday calculating and organizing to users of the Windows macOS iOS and Android systems Microsoft Word is accompanied by Microsoft Excel Microsoft PowerPoint and Microsoft Outlook in the group of products offered in the Office collection Microsoft Word was first birthed in October 1983 as W1 0 and was later followed by revised and improved versions What pertains today is the latest version Microsoft Word 2017 [A Short Guide to Academic Writing](#) Andrew P. Johnson,2003-03-17 **A Short Guide to Academic Writing** de mystifies the process of writing and describes everything that is needed to write in an academic and professional style Contained are instructions related to the writing process and what the product should look like Written in a crisp concise style Andrew Johnson makes these ideas easily

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