

AECC ENGLISH E-Lesson for B. Com. (Hns.) Sem. II

WRITING SKILLS

There are **four parts** of communication:

- ❖ Listening
- ❖ Speaking
- ❖ Reading
- ❖ Writing

Writing is important as it helps a person to present her/ his ideas in a concrete manner, i.e., through the written word. One has to decide how to present the thoughts, ideas and information. This has to be done according to the need/s, situation/s, circumstance/s, and the people one is addressing.

There are **four** categories in which writing can be broadly divided:

- ✓ Descriptive writing
- ✓ Narrative writing
- ✓ Expository writing
- ✓ Argumentative writing

Descriptive writing

This is the kind of writing when a person, place, process or a thing is described. It is done in such a manner that the reader is able to visualize it clearly. When a real person, object, place or process is described, it is important to pay attention to details. This will help to make the communication successful. When an imaginary person, place, object or process is described, the writer should have a good imagination so that the reader feels connected with the writing.

Tips for effective **descriptive writing**:

- **Adjectives** and other **words of description** can be used to give details.
- **Sensory details**, like **smell, hearing, touch, taste** and **sight**, should be kept in mind to make writing more interesting.
- **Focus** should be on **elaborating the fine points**.
- The writer should try **not to miss anything**.

Narrative writing

When a person is **narrating**, one is actually **telling a story**. This is not merely description but it is a different kind of descriptive writing. In this kind of writing, the writer often has a **definite point of view/ outlook**. When the writer gives her/ his views, there is always **something new** in the writing and the **readers get involved** in the narrative.

Tips for effective **narrative writing**:

- In narrative writing, all the **rules of storytelling** should be followed: **plot, character, setting, dialogue, climax and ending**.
- A good writer can make ordinary writing more effective with the **power of language**. **Good language, use of effective words and phrases** can make the writing more interesting.
- It is **not necessary** to **describe** the **incidents** in **chronological** (in sequence) **order**. The writer can make all kinds of **sorting/ grouping** and **combinations** of the **incident/s** during the **course of the event** so that the readers feel involved in it. The author can start with the end of the event and then present the entire event in flashback.
- The writer can use her/ his **ability to think, imagine and write well**.

Expository writing

This is the most commonly used method of writing. This includes **explanations of chemical reactions, classification of plants, animals, chemical substances, descriptions of causes of natural disasters and comparisons of the writing styles of different authors**. This kind of writing requires **logical analysis**. The goal of the writer is to **explain, describe, give information** and/ or to **present logistics**. It is always written in the **third person**.

There are **different kinds of expository writing**:

1. **Definitional**: The writer explains the meaning of a **word, term or concept**. The topic can be a **concrete subject** or an **abstract term**. E.g. Photosynthesis.
2. **Classification**: The writer classifies a **broad subject** or an **idea** into **groups/ categories**. E. g. Writing and its types.
3. **Comparing and contrasting**: The writer describes the **similarities** and **differences** between two or more **people, places or things**. The **comparison and contrast focuses** on the **strengths/ advantages** and **weaknesses/disadvantages**. E. g. Compare narrative and descriptive writing.
4. **Cause and effect**: The writer explains **how things affect each other** and/ or **depend on each other**. This kind of writing serves **two purposes**: either it **shows the effects of an event** or **explains the causes of an event**. This kind of writing explains **why things happen** and **what happens as a result**.

Tips for effective expository writing:

- ✚ It is **not moved** by **emotional outbursts**.
- ✚ It is **not motivated** by **narrative story-telling** or **arguments**.
- ✚ **Transitions/ developments** make the **writing organized** and help the reader to understand it better.
- ✚ **Facts** are arranged in **paragraphs** and every **paragraph** has a **different idea**.
- ✚ The writer **plans** her/ his **writing carefully before writing**.

Argumentative writing:

The writer **aims** at **convincing** the reader/s to **agree with** the **facts, values, arguments** and **conclusions** presented by the author. The **idea/s** is/ are presented through **logical arguments**. The **counter-arguments** are also **presented**. This kind of writing generally **follows** the **rules** of a **debate**. The writer tries to **convince** the **reader** to **her/ his way of thinking**. The writer **states** the **main idea** of **writing** in the **beginning**.

Tips for effective argumentative writing:

- The **main idea** is **presented** and **developed carefully**.
- The **subject/ main argument** present **related statistics, facts, expert opinions** in **terms of quotations and paraphrasing, historical examples** and/ or **anecdotes** (stories/ incidents) so that the writing becomes strong and believable.
- The **position taken by the writer** should be **justified** and **taken seriously** as she/he tries to convince the reader to her/ his point of view.
- The writer must **present all** the **evidence** (proof) and **details** in a **logical manner**. This is to convince the reader that the **writer** is **clear** in **her/ his thinking** and can **defend** her/ his **writing**.
- **Emotions** and **emotional language** should be **avoided** as this could make the reader think that the writer cannot present her/ his point of view logically.
- **Writing** should be **presented logically in a sequence**. This gives **confidence to the reader** in the **thought process** of the **author** and what she/ he has written.
- It is always **important to cite** the **sources**.

Descriptive	Narrative	Expository	Argumentative
Personal point of view is generally not used but sometimes it can.	The author uses her/ his imagination and viewpoint.	No use of personal point of view.	Personal point of view is presented.
Can be written in first or third person.	Can be written in first or third person	Always written in third person.	Generally written in the first person.
It can have emotional connections.	It can have emotional outbursts.	There is no room for emotional outbursts.	Emotional connections are not formed as there is no room for emotions or emotional language.
It presents facts, which are presented logically.	It can present facts or imaginary things/ situations through the use of imagination.	It only presents facts and follows a logical pattern.	Facts are presented in a manner that the reader is convinced to think like the writer.