

## **AN APPROACH TO ENHANCE ENGLISH WRITING SKILLS**

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Abstract:

“Language is the vehicle of thought for oral and written communication”

(R.K.Madhukar)

Communication is the means on which the business runs. Good Business relationships are must for the continued success of any organization. It is communication that gives the means that for building and nurturing mutualist relationships. These relationships are both internal and external. They may be among or between staff, supervisory, staff, top management, customers, suppliers, press and other media. These relationships demonstrate that they are a sharing and caring organization. All this is achieved through well-organized communication strategies. People in any business concern have to be compelled to be actuated to pursue goals and attain higher levels of performance. This paper throws light on how Effective written Communication provides the means to keep the motivation levels high. Communication binds along folks operating for a standard objective and helps team-building.

Keywords: English, language, enhancement, writing, skills etc

Considering the Language acquisition Widdowson wrote:

"It has been traditionally supposed that the language presented to the learner should be simplified in some way for easy access and acquisition. Nowadays there are recommendations that the language conferred ought to be authentic". (Widdowson 67)

English is that the foremost speech communication within the whole world. That's why it's fully crucial to grasp a way to develop smart writing skills in English. "Writing is the major means of communication within an organization; paper is thought to be the major product of professionals; Indeed, since so much of the communication between employee and more senior management occurs in writing, the whole career may depend upon its quality. In Associate in Nursing industrial context, writing has two major roles:

- It conveys information

It is this deliberate, twin aim that ought to type the main focus for all of your writing activity. There are several uses for paper inside AN organization; some are inefficient - however, the ability of paper should not be unnoticed due to that.

- Memoranda square measure a straightforward mechanism for suggestions, instructions, and general organization.
- The minutes of a gathering kinda permanent and definitive record.
- Quality is improved since writing evidence of the look, forces the designer to consider and explore it fully.
- the straightforward procedure of insistence upon written test-plans forces the designer to deal with the difficulty.
- The repair is going to be so much faster since the (documented) style is known.

It is assumed that the learner has the trouble of expressing an idea, write it down; will then understand it. It may take you a long time to explain something orally, but if it is explained first to yourself by writing it down - the reader can study your logic not just the once however repeatedly, and the information is efficiently conveyed.

This research explains the difficulties of learning written communication. Writing could appear easier once detected at the primary time. It may be but a lot of skill is required to get used to it. It is the most interesting work that one could do in their lifetime. Writing about us, writing about daily activities, writing a personal dairy all these are hobbies that would interest people. Writing exams, writing assignments are boring. Writing depends on the interest that a person has towards that activity and the topic that interests the person. So in writing make sure to have interest rather than we feel bored in the chosen topic.

Strategies to develop English writing skills:

Language learner can't remain stagnant just because he is not able to read or write or too afraid to hear what other people think. This is a modern world where English is a means of

communication throughout the globe. Even in this modern era, it is odious that if we think we cannot learn the English Language.

The habit of Reading Books: If learner has reading habit then developing writing skills will be very easy. Reading books helps us get a better grasp of the English language. The learner is able to observe how people use certain words or construct sentences apart from the examples given in the language textbooks. Even we can gain more confidence in following our own writing style. If one does not have the habit of reading books, try to cultivate it through reading short stories or feature articles online. Even some magazines will help us to develop good writing skills in English.

"A person who could read well and understand things could write better. Learners have to learn things in such a way, that they should see progress in his way of communication. In the first day reading rate can be preferable at a normal level and a little faster the next day and so on."(Francoise Grellet). This skilled training would give us an excellent experience in others writing. Before getting experience in writing it is important that we have to observe samples of others writing. From this, we would get an idea of how writing should be. We need to gather as several as we are able to. Never mind whether the materials are interesting or boring. Even if they bore us while reading, then make a note of why they bore us. If we show interest in some books, do the same process. Implement them in your writing. Imagine that when you include certain information, whether people would like them or not, such estimations must be based on your reading experience. Hence always one should start developing one's writing career from reading. We should focus on many journals that involve the type of writing you are willing to get skilled in.

Start Writing: Our process of developing good writing skills in English itself indicates that we are going to write something at some point. A lot of individuals WHO keep journals are ready to follow their English alright. It is a good process to develop our language competence. We can prefer typing to actual writing, that's not a problem either. Our writing skills will not be impeded by whatever method we choose to use. Writing in a notebook will not necessarily make us a better writer than typing on our computer. However, we should adopt a method in which we are comfortable. If we are not interested in writing a diary, try writing essays. Before practicing it one needs to clarify in which genre we can show our best.

Collection of feedback: One of the ways on how to develop good writing skills in English is feedback. By showing our work to others we can assess the quality of our work. A lot of individuals worry this stage as a result of they do not actually need to listen to others criticize their work. However, that's half and parcel of the entire method.

It's natural to be a little apprehensive about showing our work to others, which is why we have to show it to those people whom we can really trust. They will give us honest feedback without mocking at us for our efforts. "We need to realize the fact that we are all L2 learners; so we cannot attain perfection without proper practice.

#### Creativity:

When we write things in an ordinary way then readers would treat our writing in a normal manner. Be sure to add some creativity while writing. Only then, readers would be able to get some creative thoughts when reading our information. Writing technical documents and business documents, do not prepare it in such a way that it gives little information to researchers. At the same time, it may not be too technical in language. Therefore, your documentation must satisfy both the contracting area needs.

#### Grammar:

Learn grammar in such a way that it can help us to get a fluent English sentence structure. This requires knowing the purpose of each grammar being inserted into our sentences. Have a thorough knowledge of semantics in the language structure. A mere single book reading will not help. When you read many books then you would know how grammatical perfection is implemented in those documentations. Starting from tenses to the clause, everything is involved in grammar would be very essential for proofreading document. If you are going to work as an employee in a company then it would require you to attend a skill test in grammar skills and sentence structure. "It is closely associated with Autonomous learning in which the learners themselves determine the objectives, progress, and evaluation of learning."(Condie and Munro).

Fundamental test is to know "do we enjoy writing":

- Yes, but don't know where to start
- No, absolutely hate it

Many people are intimidated by writing. One has to be very careful about written communication. The following points will help to enrich written communication.

#### Standards:

It is discussed that learner want to become a writer then he must have knowledge about the documentation standards being involved. If the learner does not possess any knowledge about the rules and regulation then all would end in vain. There are certain structures and formats in which a document is to be written. Therefore, learner's documentation must comply with such needs. There may be standards according to the location of the client. If learners are in a different geographic location then it is necessary that you communicate with your buyer or client to discuss the standards being involved for documentation of jobs.

#### Modularity:

"As modulations are important in a speech, modularity of the documentation is also very important. A good writer must know to group a large text into paragraphs and give them a heading accordingly. This is very essential when it comes to preparing documentation because documentation would involve a very large context of many points. In that case, it is very essential to organize things into a proper structure, so that it would easy to follow.

Remember your thought would be different from that of the others. You must make the readers understand your writing style." - (Coulthard 1991)

Practice by Writing daily:

It is invariably higher to jot down one thing once or a minimum of double in a very day. This would keep learner mind fresh. If learners do not find any work in writing, just create a website and write about anything that interests you. Write about the recent news that disgusted you. Write about a party, which you enjoyed very well. Write things that would take you to rejoice. This is one form of maintaining skills at the same time spending time usefully in a hobby. This would not only bring joy to you. You would get several visitors of your kind. Those people who synchronize with your thoughts would start following your website. At this point, you could go for advertising. You could publish ads and earn revenue. This is another form of earning things. Both economical, as well as skill, could be earned.

When writing, be attentive to the fact that once something is in written form, it cannot be taken back. Communicating during this manner is additional concrete than verbal communications, with less room for error and even less room for mistakes. This presents written communicators with new challenges, together with the writing system, grammar, punctuation, even style, and actual phraseology.

Today's technology makes memoranda, letter, and proposal writing much easier by providing reliable tools that check and even correct misspelled words and incorrect grammar use. Unfortunately, these tools are not failing proof and will require support, making knowledge in this area important.

The Importance of "Style":

- Dashes are generally used for emphasis
- Keep sentences short

By following above points the learner can ensure written communication is accurate and understood. "While this takes some apply, there are several sources on the market to help with style, "The greatest downside in communication is that the illusion that it's been accomplished. (George Bernard Shaw).

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