

Meaning and Definition of Writing

Writing is a form of communication that allows students to put their feelings and ideas on paper, to organise their knowledge and beliefs into convincing arguments and to convey meaning through well-constructed text.

Writing' can be defined as the process of using symbols (letters of the alphabet, punctuation and spaces) to communicate thoughts and ideas in a readable form.

Writing is a productive process done through some stages. Firstly, exploring and transmitting ideas, thought and feeling into written form. Secondly, conducting a number of revising processes to carry out a grammatically and orderly texts. The writing productions are in the forms of readable texts which should be meaningful to everyone who read the writing. Writing skill is a complex activity in producing a qualified writing.

According to Murcia and Olshtain (मर्सिया और ओलश्टेन) (2000): "Writing skill is the production of written words that results in a text, and the text must be read and comprehended. in order for communication to take place."

According to Tarigan (1985): "Writing is productive skills for writing an indirect communication and the nature of the character is very different from that expressed by speaking directly, therefore writing is included an ability".

According to Harmer: "Writing is a form of communication to deliver through or to express feeling through written form".

Types of Writing Skills

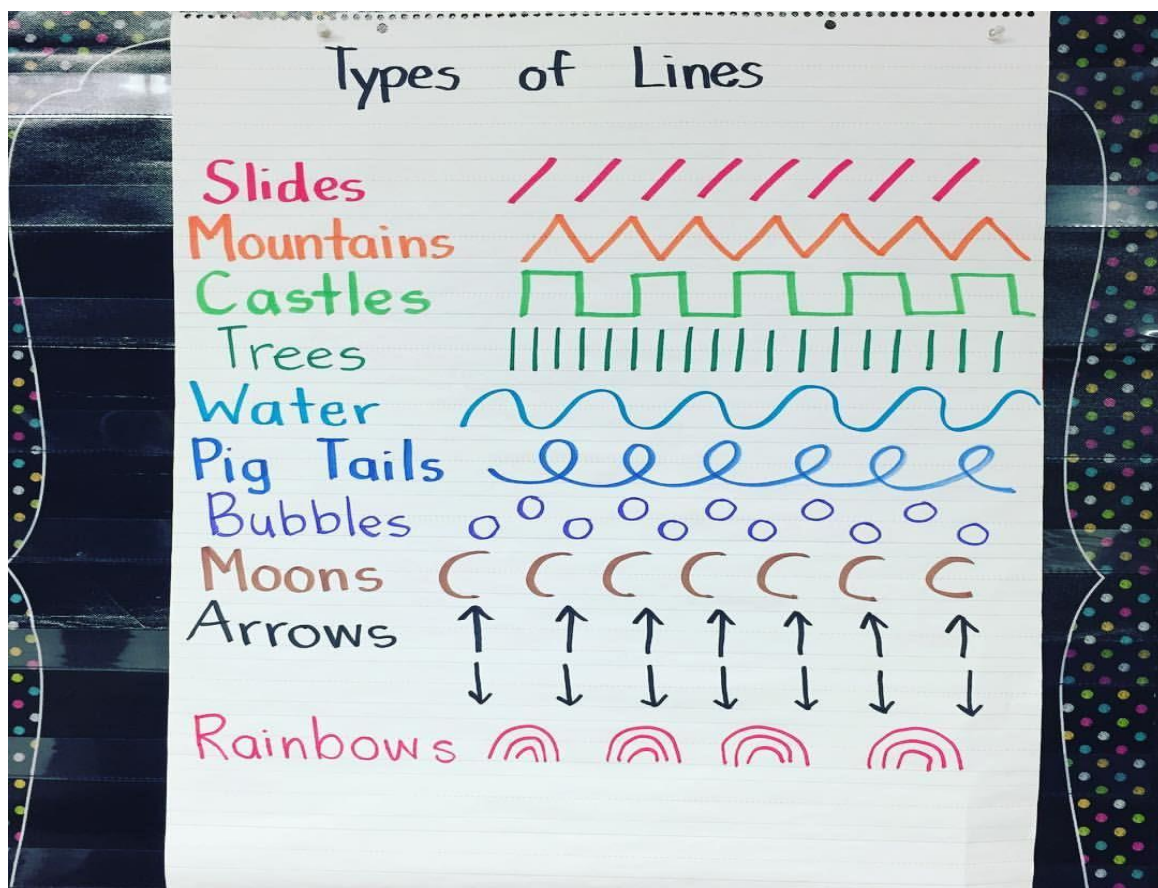
Types of writing skills to perform writing should be based on the students' level and capacity. According to Brown, there are five major categories of classroom writing performance:

- 1) **Imitative or writing Down:** This type is at the beginning level of learning to write. Students will simply write down English letter, words, and possibly sentences in order to learn the conventions of the orthographic code.
- 2) **Intensive or Controlled:** This intensive writing typically appears in controlled, written grammar exercises. This type of writing does not allow much creativity on the part of the writer.
- 3) **Self-Writing:** The most salient instance of this category in classroom is note-taking by the students. Diary or journal writing also falls into this category.
- 4) **Display Writing:** For all language students, short answer exercises, essay examinations and research reports will involve an element of display.
- 5) **Real Writing:** Some classroom writing aims at the genuine communication of messages to an audience in need of those messages.

Mechanics of writing

Strokes and Curves:

It is difficult for a young child to start learning to write alphabets as a starter. Teaching the alphabets when the child joins a school is the conventional method. So now children are taught strokes. These are lines drawn in various directions called slanting strokes(\\), sleeping stroke(-----), standing stroke(|||), etc. Then they are taught curves as in the alphabet-c, d, o, p, etc. Here we introduce the method of learning through fun. Parents often see this as just lines or another form of scribbling. But the fact is that after a certain period unknowingly their tiny fingers get controlled which helps them to form alphabets rather than just unrecognisable lines or letters.



Importance of Writing

Following points reflect the importance of writing:

- 1) **It Helps in Securing a Job:** If one's writing skill is effective, it can provide a lot of job opportunities to him. If anyone wants to choose a new career or he wants to progress in the current one, his way of expression becomes quite important as it can set him apart from the rest. Clear, to the point, and precise communication is considered as an important quality of a person. In other words, if one's CV or resume is written in difficult language, having many grammatical mistakes, or is difficult to understand then it would be rejected.
- 2) **It Helps in Achieving High Positions:** If a person is good at writing, he may quickly achieve the higher positions in the hierarchy. Effectiveness of communication directly affects the promotion prospects, which in turn directly affects the growth of salary. It does not mean that effective writing skills can suddenly take a person to a CEO or Chairman's position but it can surely differentiate a person from others.
- 3) **It is Crucial for Some Professions:** Some professions such as journalism, public relations, writing, editing, etc., require effective writing skills mandatorily. Because in such professions, one is employed for that purpose only. But now-a-days, the ability to communicate effectively is becoming an essential requirement in other types of jobs as well. The reason behind it is that the need of written communication may arise in any profession and for that they must have the personnel who are good at writing.
- 4) **It Promotes Effective Communication:** In today's world written communication is mostly done through e-mails, notes, letters, SMSs, and

tweets. Hence, no matter to whom a person is writing, be it his friend, colleague, supervisor, etc., he must be good at writing because his career can prosper or fail depending upon his writing skills. The way one writes, reflects the way he encounters with other people.

5) It Increases Credibility: If a person is having good writing skills, he is considered trustworthy. Suppose an e-mail is having plenty of grammatical and spelling mistakes, then its sender is considered to be as an inefficient person who did not even reviewed his message before sending it. It may also be interpreted that he has less knowledge of grammar. On the other hand, good writers, who have flawless writing skills, are generally interpreted as more competent than the former ones

Message Writing

A message is an informal means of communication. The receiver of the message has to sift through the given message and pick out the most vital bits of information. Then, he/she should be able to reproduce that information in order to convey it to the person for whom it is intended.

Format of Message Writing

- 1) Date
- 2) Time
- 3) Name of person to whom the message is directed
- 4) Body of the message
- 5) Name of the writer

While writing the body of the message, the following points have to be kept in mind:

- 1) Only the most important details should be written.
- 2) No new information should be added.
- 3) Grammatically correct sentences should be used.
- 4) Indirect or reported speech should be used.
- 5) The message should be presented within a box.
- 6) The word limit for a message is 50 words

Example of Report

Report on Internship Program at C.M.S school, conducted by TTCB Bhagalpur

22-04-2024

The Principal
TTCB, Bhagalpur,
Bihar

Sir,

I am writing to provide you with a comprehensive report on the Internship Program conducted by TTCB Bhagalpur at C.M.S School Bhagalpur

The internship program spanned over 1 month and took place from 16-03-2024 to 18-04-2024. During this period, participating students actively engaged in a range of activities aimed at broadening their understanding of teaching methodologies, administrative tasks, and school management.

Key Highlights of the Internship Program:

Teaching Methodologies: Interns had the opportunity to observe seasoned educators in action, learning about different teaching techniques and strategies tailored to diverse learning styles.

Administrative Tasks: We were given responsibilities ranging from preparing lesson plans to assisting in the organization of school events.

Curriculum Development: Interns actively participated in curriculum development discussions, contributing ideas for enhancing the existing curriculum to align with modern pedagogical approaches.

Feedback and Evaluation: Regular feedback sessions were conducted to assess our progress and provide constructive criticism for improvement.

Yours faithfully

Name- xyz

Roll No-123

Teachers' Training College, Barari, Bhagalpur

NOTICE

22-04-2024

Subject: March Past by College Students

I am thrilled to announce that the National Service Scheme (NSS) will be organizing a march past event featuring our college students on 30-04-2024. This event holds significance in promoting discipline, unity, and a sense of national pride among our student community.

Date: 30-04-2024

Time: 11 AM

Venue: TTCB, Bhagalpur

P.R.Datt

Coordinator

National Service Scheme (NSS)

Write a letter to uncle thanking of the gift he sent to you on your birthday

Jyoti Vihar Colony

Bhagalpur

22-04-2024

Dear Uncle,

I thank you very much for the camera which you sent me on my birthday. It is really a lovely present. All my friends have liked it very much.

It is very kind of you to remember me in this way on my birthday. I really needed a camera. I was planning to buy one. I am going to Vikramshila with my friends. Now I shall be able to take photos of historical buildings.

I thank you once again for the grand present.

Yours sincerely

XYZ

Write a letter to the district magistrate drawing his attention to nuisance caused by loudspeakers in your area.

To
The District Magistrate

Subject: Nuisance caused by the loudspeakers during the examination days

Dear Sir,

I beg to draw your kind attention to the problem of nuisance being caused by the loudspeakers during these days when the examinations are soon approaching.

These are the days of examinations. Every student is making preparations for the ensuing examinations. The loud noise of loudspeakers is causing a lot of problems to the students nowadays. Every year, a prohibitive order is issued for banning the use of loudspeakers during these days, but this year no such action is taken so far.

I request you to ban the use of loudspeakers totally for a period of two months with immediate effect, so that the students can prepare well for the ensuing examinations.

Thank you,

Yours Faithfully
XYZ