

WRITING SKILL: General Tips

Eng. Communication
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It is extremely important that right words in the right context are used. While writing the following parameters in mind

(1) Use simple, familiar, straight forward words.

There are the days when one word he expected to write, circumlocutory words so as to make an impression on readers.

Obtaining should be avoided.

Here are a few examples.

I

Obscure words

Alternative

Words/Phrases

Accede

Agree

Aggermentioned

Already discussed

As per your request

As you requested

Ascertain

Find out

Attached herewith

Attached

Copyright

Know

Endeavour

Try

In lieu of

Imbibe

Initial

First

Issuance

Send

Performance

to

About

Remittance

Pay

Subsessment

Leten

Supernode

Replace

II

Avoid cliches; certain words have lost their appeal

eg, there is no point in burning midnight oil; or

"Food for thought" III Avoid Redundant Words - Words

that may not be necessary in a given context eg,

"As far as I can see" instead

"During the year 2010" just

(a) All things considered - you can just write your opinion / now straightforward.

(c) For all intents and purposes

(d) In the final analysis

(e) It is a fact that

(f) It is also that

(g) It seems that

(h) The point I am trying to make is

Point to be considered here is in simple

(1) write - up to a paragraph, a summarizing,

a report or a use letter, one should avoid such expressions, straightforward and simple sentences.

(ii) Brevity or conciseness is of vital importance. This can be achieved through regular reading, writing practice.

(iii) The writer has the ability to convey the message in a clear and concise manner.

(iv) If you are in a habit of writing long sentences, overcome it by breaking up long sentences, using shorter, simpler sentences and appropriate punctuation marks.

(v) Use Active Voice instead of Passive Voice. You must have observed that your PC does not accept passive construction of words. eg: This idea was not up for Microsoft company. (Passive) This idea came out with this idea (Active structure).