Name

Instructor Name

Subject

Date

Skills for Effective Writing

**Introduction**

Language is the process in which a human being gives words to his thinking process. Language has played a key role in the evolution and progress of the human race. All of our spiritual and physical development based on the communication of ideas and thoughts(Abbott and Berninger). Transfer of knowledge from one person to another and from one generation to the next generation becomes possible just due to the progression of language. Languages have become more sophisticated over time. Any language has four fundamental elements or skills that enabled a person to communicate with others (Martin and Nakayama). Listening, speaking, reading, and writing is these four basic skills of a language.

The products of writing skills can last longer than the products of other skills of a language. Writing can be an effective medium of communication not only for the present persons but also for future generations. The developmental process of language has established and differentiated different styles of writing according to its desired purpose and expected audience (Brown). Personal preferences and habits of a writer can also be found in his scripts. This essay will present my witting practices and choices. This essay will also enquire about the effects of language class on my writing skills and abilities.

**Writing Habits**

Writing is a multidimensional activity and task for me. It gives expression to my thoughts. It also provides me with the opportunity to summarize the thinking process of others. It helps me to understand the thinking process of others better. My writing styles change according to the purpose of writing. I write to explain my ideas to others. I adopt the expository writing style while attempting my papers. The purpose of this writing is to express my feelings and past experiences reasonably. A descriptive writing style can be found in my writings where I write about different events of my life. I try to write about every detail of the event. This type of personal writing is a source of pleasure and peace for me. This enables me to relive the events of my life. It also helps me to better understand the behavior of others by recalling the specific episodes of my life.

Mostly I write for academic purposes. I write down notes during a lecture that help me to understand the concepts better. This helps me to remind things in a better way, and it also increases my memorizing skills. I write down in academic papers to express my previous knowledge on some specific skills. My academic writing helps me to organize my thinking process better. It provides me with the opportunity to rearrange and rebuilt my opinions over different issues and concepts. I write about different little things and assignments of my life that helps me to prioritize the relative importance of different things.

**Steps of Writing**

Thinking over the concerned issue is the first step in my writing process. First of all, I like to draw a sketch in my mind that helps me to arrange and rearrange my thoughts. It enables me to decide the style and purpose of my writing. It helps me to decide the relative importance and significance of different ideas and events. Brainstorming is an integral part as it helps to explore the depth of previous knowledge (Kellogg and Raulerson). Collecting relevant information from different sources is the second step of my writing. This broadens the base of my knowledge. It also enables me to present my thoughts in a more organized manner. The third step of my writing is to write down my thoughts to create a script or draft. The above three steps are mostly followed in academic writings.

Communication of ideas and thoughts is the key purpose of any writing. I figure out the following practices that can help me to improve my writing skills.

* The quality of writing is majorly based upon the uniqueness of ideas. The exceptionality of ideas can make the writing more effective. Reading can be considered as a very good practice to improve writing skills (Lo et al.). Reading the ideas of different authors can increase the levels of knowledge that can help to generate a good idea.
* The writing should be structured in simple words, and it must be subject-oriented. Irrelevance of content decreases the effectiveness of writing (Abbott and Berninger). The same idea should not be repeated again and again. The writing should be precise.
* Reading my own writing helps me a lot to improve my writing skills. It gives me the opportunity of self-assessment. It helps to figure out the patterns of my mistakes in my writing pattern.
* The practice of proofreading the drafts of my fellows also helps me to improve my writing. It increases my ability to identify the weak points in writing patterns (Vijay). It helps me to learn from the mistakes of others.

**English Language Course**

This course reveals the factual prominence of a language by explaining that language is not just about the sequence of words. Language has far more practical implications. The structure of sentence, selection of words, and tone of message all are the significant component of a writing, and the effectiveness of communication depends upon them. This subject provides me with the opportunity to improve my communication skills systematically and thoroughly. Constructive feedback from the instructors not only identifies the punier areas of my communication, but it also guides me about appropriate remedial steps.

**Conclusion**

Writing is one of the fundamental parts of communication. The effectiveness of writing majorly depends upon the construction of ideas and the flow of communication. The message should be clear, and information should be presented in a logical order (“Steps for Writing”). Cohesiveness increases the effectiveness of writing. The whole body of writing must look like a unified whole. There must be a link among all the presented events and information.

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