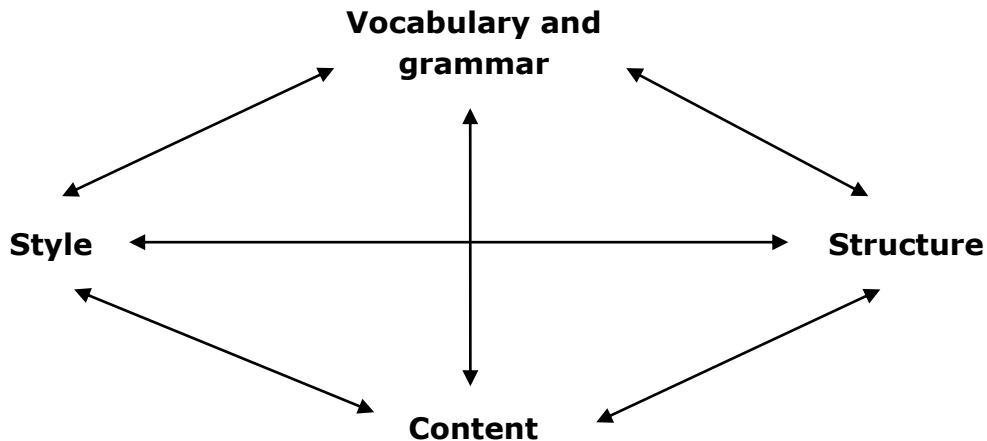


# Essentials of Writing

Good writing has four essential ingredients:



## 1. Vocabulary and Grammar

- The “mechanics” of correct English.
- Correct use of words, knowledge of adequate range of words.
- Control of tense, number and case; agreement of verb and subject; use of articles with nouns; correct distinction between adjectives and adverbs; appropriate prepositions, pronouns and conjunctions, etc.
- Appropriate word order in sentences.
- Correct use of punctuation.

## 2. Style

- The “art” of good writing.
- Alternating between short and long sentences; when to use simple, compound and complex sentences.
- Avoiding repeated use of certain words and expressions; effective choice of words.
- Choosing the right tones: formal, academic, informal, personal, humorous
- Clear and comprehensible expression; eliminating ambiguities.
- Effective use of grammar, word order and punctuation.
- Paragraph length.

### **3. Structure**

- Paragraph and section structure.
- Effective exposition and flow of argument.
- Understanding the purpose & aim of written piece.
- Use of correct genre: essay, report, presentation, reflection, etc.
- Correct formatting of title page, section headings, referencing and bibliography.
- Requires planning: use of outlines, graphic planners.

### **4. Content**

- What you are trying to communicate.
- Suitable amount of research; effective notes; comprehension, analysis and evaluation.
- Incorporate feedback from drafts into the process; your own reflection on process.
- Critical thinking skills essential for effective use of research :
  - Reliability and accuracy.
  - Causes & results.
  - Evaluating possibilities.
  - Interests & perspective.
  - Relevance to task.