

How Writing Abilities Can Help You Communicate More Effectively

Dr. Malladi. Revathi Devi

*Associate Professor King Khalid University Saudi Arabia.
Email: malladi@kku.edu.sa*

ABSTRACT

Writing is a necessary professional skill. The main standard by which one's knowledge and intelligence will be assessed is writing. Our ability to write helps us communicate and think critically. It also strengthens our capacity to clarify and improve our own and others' understanding of our thoughts. Writing abilities are a crucial component of communication. A much bigger audience can understand your message with ease and clarity when it is written down than it can when it is spoken to directly or over the phone. You might be required to create a report, plan, or strategy at work, a grant application, a press release, or a blog post for a volunteer position. A well-written CV or resume with relevant experience is also a must. As just one illustration, a spelling error on a commercial website could make visitors question the legitimacy of the website and the company. In written communications, proper grammar, punctuation, and spelling are essential. Errors are likely to cause readers to have a bad opinion of you as the author because they will affect both the content and appearance. Therefore, since mistakes are likely to be present, all written communications should be carefully reviewed before being sent to print or, in the case of emails, clicking the submit button.

Not all errors will be caught by spellcheckers and grammar checkers, as many wrong words might actually be spelled correctly, such as when there is used in place of there. Your communication skills will increase if you can write well. Your knowledge and intellect are filtered to the important information. It conveys the crucial message to the audience. Instead than saying 1,000 words at once, the goal is to address each reader or listener individually. You benefit in a number of ways from having strong writing abilities at work. It provides fresh opportunities for you to pursue your objectives and advance your career. Additionally, effective writing abilities enable you to explain yourself, make your points more succinct and obvious, and make you stand out from the competition.

***Keywords: Professional Skill, Crucial Component Of
Communication, Written Communication, Effective Writing Abilities***

1. Introduction

Writing abilities are a crucial component of communication. When compared to speaking to someone directly or over the phone, writing effectively enables you to convey your message to a far bigger audience.

We are all aware of how quickly business is developing. To enter this world, we must complete our homework, which includes developing our aptitude as well as our writing and communication abilities. Writing ability is now as crucial to passing a job interview or college admissions process as behavioral and communication abilities. Long ago, it was believed that only journalists could write well, but times have changed and technology has advanced. If they are passionate about writing, everyone can try to become an excellent writer.

1.1 The Value Of Writing Abilities

The business world is expanding significantly, and there is fierce rivalry. You must be passionate about your writing communication skills since we must prepare ourselves in a variety of methods to pass all those rounds.

1.2 How Significant Is The Ability To Write Effectively?

It is a very vital skill because the ability to write effectively strengthens the connections between an employer and management, a service provider and their clients, and so on. Well-known writing completely and accurately communicates our message or information. Writing effectively conveys complicated information by skillfully arranging simple words, making written communication more effective. So, now that we are aware of the significance of writing communication abilities, you can also concentrate on your mastery of spoken English.

1.3 Requisites For Effective Textual Communication

Using proper grammar and punctuation is equally as vital as using proper sentences in your writing. It keeps your reader interested in what they are reading and makes your writing transparent. Whether writing in a formal or informal style, utilizing proper grammar and punctuation always results in flawless writing and accurate information being sent to the readers.

1.4 The Tone Of Delivery

The tone of delivery is the voice of our writing; it expresses emotions to all the readers. A professional tone is appropriate for formal writing.

2. Clarification:

Concentrate on getting your argument over to the readers. Clarity makes information easier to understand and recognize for readers.

2.1 Important Ideas That Help You Communicate Better In Writing:

Use of Vocabulary: Good writing results from good vocabulary use. Every time you write, try to use fresh terms to help your writing finally get better. Make it a habit to read books and the news so you can learn how to write properly and professionally. Use headings or outlines to identify key passages in your writing. When you are going into great detail about a subject, headings are essential. Create a prominent heading so users can readily distinguish. It's important to always keep on topic and to steer clear of extraneous statistics.

2.2 Editing And Revision Are Essential

Always Remember To Frequently Revise The Topic And Edit When Necessary. When Writing Creatively, Strive To Be Original. People Constantly Seek Out Something Unique, And You Want To Be That DIFFERENT In All Of Your Writing.

2.3 Present Your Writing

Putting your writing skills on display is important. Everyone has the ability to be in the spotlight, but it should always be you! Competition still exists everywhere, so you should be ready to give it your all. Keep your public profile summarized with your good writing. composing a formal letter. Your emails and apology letters are the ideal places to display your writing. Keep all of your reports and presentations in a proper format.

Everyone is an artist in their own way, but we need to know what kind of artist we are because writing is an art. Realize and pursue your passion. Once you begin writing, you never lose that sense of being a poet or scholar. In the same way that it is a passion, writing may be thought of as a profession. Many of their peers choose writing as a career, such as the marketing content writers for the specific organization. And some people pursue their passions by writing short stories, poems, novels, personal blogs, and many other types of writing. Utilize everything to succeed in your passion.

3. Conclusion

The capacity to successfully communicate through written writing is a requirement in both personal and professional settings. There are many other ways to communicate in writing, such as through email, text messages, notes, or letters. There are a few fundamental standards you should abide by regardless of the style you use to make sure written communication is accurate and successful. Writing skills are therefore crucial, regardless of whether you are a student or a worker in any company. Writing skills benefit you in all areas of life. Academic writing practice is similar to practicing bicycle riding. After a few attempts at failing, with perseverance and repeated practice, it becomes second nature and is a skill that cannot be lost. Every essay you create will serve as a practice run. With time and effort, you will improve. Time is not wasted on writing mock essays. Make a thought map, start thinking about your subject, and conduct research. Don't forget to take notes on your sources and proofread aloud. If you write on a subject you are passionate about and



enjoy, it will be simpler. Your academic writing abilities will advance with each trial, enabling you to get better, so when the time comes, you are fully prepared.

References

- 1) <https://www.mygreatlearning.com/blog/the-importance-of-written-communication-skill/>
- 2) <http://www.jnkvv.org>
- 3) <https://www.skillsyouneed.com>
- 4) <https://www.mygreatlearning.com>
- 5) <https://easyreadernews.com>6. Milpark Education (Pty)Ltd INDBS 1-5 Academic Reading and Writing. Edition 21a. Cape Town: Milpark Education.
- 6) Moore, K 2016. Employers want candidates with this skill 7 April 2016
- 7) <https://www.inc.com/kaleigh-moore/study-73-of-employers-want-candidates-with-this-skill.html> [Accessed: 2021-06-11]
- 8) Wiens, K. 2012. I wont hire people who use poor grammar 20 July 2012. : <https://www.google.com/amp/s/hbr.org/amp/2012/07/i-wont-hire-people-who-use-poo> [Accessed: 2021-07-11]