



Communication Skills

Part-07

AKB Network : Payal Bhardwaj





Writing Skills



What is writing?



"Writing" is the process of using symbols (letters of the alphabet, punctuation and spaces) to communicate thoughts and ideas in a readable form.

1. In which battle did Napoleon Die? His last one
2. Where was the Declaration of Independence Signed?
on the bottom of the page.
3. River Ravi, flows in which state?
Liquid state
4. What is the main reason for Divorce?
MARRIAGE
5. What is the main reason for Exams?
FAILURE
6. What can you never eat for Breakfast?
Lunch & Dinner

A+ for Creativity

Mrs D^{ans}
D^{ans}

F



HOMEWORK TENSION



Why ?

Homework/Assignments/Projects

Cards/Gift/Diary Writing/Journal/ Expense-Shopping List
(Home- Marriage)/Recipes/Bhajan/Astrologer

Leaves/Fee concessions- PG Levels

Bank Forms/Any Govt Exam Form-Application Request

GOVT Applications/Rent Drafts/Complaints-
(Police/Legal Papers)



What makes good writing?

Correct spelling

Clear punctuation

Correct grammar

Use of connectors

Range of vocabulary

Variety of sentence types

Dividing the text into paragraphs

Awareness of purpose and audience





Thank You!

Payal Bhardwaj