**What is writing?**

Writing is a form of communication that allows students to put their feelings and ideas on paper, to organize their knowledge and beliefs into convincing opinions, and to convey meaning through well-constructed text. In its most advanced form, written expression can be as vivid as a work of art. As children learn the steps of writing, they build new skills upon old, writing evolves from the first simple sentence to elaborate stories and essays. Spelling, vocabulary, grammar, and organization come together and grow together to help the students demonstrate more advanced writing skills.

Linguists divide composition writing into three distinct stages

–               Pre-writing

–               Writing

–               Post-Writing

**Pre-writing** is preparatory stage and involves thinking, reflecting and planning about what can go on.

**Writing** is the real act of putting ideas to pen, translating images into meaning.  It is a process of discovering and exploring ideas and putting these on paper.

**Post-Writing** is written, it needs reading, reviewing and editing to be modified and polished.

**Importance of Writing Skills**

Written communication is an essential element of expression; the ability to express oneself through the written word provides one with the opportunity to share their knowledge in a meaningful and effective way.

**Expression**

Writing is one of the important ways of expressing your thoughts, and communicating ideas and views to others. Some have the innate ability to put their thoughts into words. Writing is more beneficial, specifically for those who do not express verbally. This tool allows them to express their ideas, thoughts or their existing mental condition, which otherwise, may not be possible. People express themselves by writing novels, poetry, short stories, biographies, and even personal diaries, etc.

**Judgment of a Person**  
Often, a person is judged by the quality of writing, he/she possesses. In institutions, workplace or in a society, writing has become a vital measure to assess one's knowledge, and intellectuality. When we come across a person who is formal, we immediately make an impression about that person being careful, responsible, and sincere. Similarly, if the writing is devoid of mistakes, we tend to create a good impression about the writer.

**Flexibility and Maturity**

Writing is an art, which you develop over a period of time. This practice will make you more mature as a writer, and express accordingly. Also, the more you write, the more flexible your vision and thought process become towards the requirements and demands of the readers.

**Ability to Explain**

While writing, one has to be extra careful with regard to the quality of language, grammar, spellings, etc., so that the reader can decipher the intended meaning of the content. When we write something, there is a tendency to read the content, for possible errors or mistakes. By doing this, we thoroughly understand what we have written, and how we can improve it to explain to the reader in a simple and concise way what we are trying to convey.

**Serves as a Record**

Writing skills are important to write our ideas and experiences for future references. For example: scientific and technological accomplishments cannot be communicated verbally. They have to be presented in a written format, such as scientific journals and research papers.

**Communication**  
The following areas will throw light on writing as a form of communication.

* **Business**: It is not possible to conduct all transactions by speech alone. If there exists a business project or an opportunity, one needs to send written proposals. The document should have clarity. Electronic mail has become a very popular means of communication in the business world today. This source of communication is used to send business correspondence addressed to customers, clients, associates, business partners, and employees within the organization.
* **Education**: One learns the art of writing in school and college. The skill of expressing one's thoughts, and communicating ideas and views to others is developed here. Exams are an ideal opportunity to demonstrate this aspect. As per a national survey by the Pew Internet & American Life Project, and the National Commission on Writing, both the teenagers and their parents believe that "good writing is a core for future success". Also, 8 in 10 parents, now, are of the opinion that writing has become more important today, than it was 20 years ago.
* **Career Planning**: When it comes to career planning, written communication skills consistently become the significant factor. The various entrance exams conducted like: SAT, GRE, GMAT, etc., assess the verbal and written communication skills of the candidates. Often, candidates who are good at mathematics and analytics, but poor in written communication are also rejected, because the examiners believe that good communication skills - verbal or written - are pivotal for students opting for higher education.
* **Job Application**: A recruiter receives thousands of applications which he sifts through. He has hardly enough time to read each individual application. If one needs to be noticed, one must write content, which is impressive and unique. Your identifications must be presented in an elegant and systematic manner. It should create a favorable impact on the recruiting authority. There should be no grammatical or spelling errors. The content should be concise and coherent.
* **Tips for Good Writing**
* Avoid unnecessary use of words, and try to make sentences, simple and precise.
* Do not use complex language or vocabulary.
* Try to avoid the usage of jargon.
* Pay due attention to grammar and spellings.
* Do not be repetitive as it may put off the reader.
* Use active voice in forming sentences instead of passive voice.