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## Enhancing of writing skill and common problems

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### Abstract

Writing is an individual effort and the group of persons put a determined attempt. It particularly deals with the person's thoughts and views composed in various ways they communicate. Writing is a kind of communication to deliver the valuable messages or ideas clearly, which is given much importance in education and employment field. Writing skill is hard to learn and developed through practice only. The learner should know the strategies of writing. The purpose of this paper is to know the common problems faced in writing, how to develop writing skills and how important is needed for writing skill.

**Keywords:** Importance of writing skills, mechanics of writing, problems in writing, stages of writing, the process of writing, characteristics of writing, types of writing, presentation skills

### Introduction

Writing skill is very difficult to acquire and this skill is very important in the field of one's education. Human beings can express their feelings clearly and effectively with the help of language. It is the expression of ideas by means of which speech sounds are combined into words; words into sentences and the combination of sentences useful to present ideas and thoughts. Every student is to follow the rules and regulations in writing skills, for example: capitalization, spelling, punctuation marks, sentence structure, paragraph writing, letter writing, etc. These are the important things one should know and learn what the draft means. Now this paper discusses at student's level in writing skills, how they face the problems regarding writing skills? How to improve their writing skills? And how they shall participate actively in acquiring both reading and writing skills? How they face problems in writing examinations and the purpose of the effective writing skills. Most of the Students use the writing skill in examination point of view only.

First of all learners must know what is writing skill, and what is the definition of writing, how many types of writing skills are there and what is the basic level of writing skills, and what are the characteristics of writing, and the stages of writing. These are the things very important for every student before starting for e.g. like engineering students, literature students, medical students, science and technology students, etc. In these various fields student's learning English language, as compulsorily, and definitely, because it is a "Global Language", "International Language", "Link language", and "Library language". The great politician and writer Pundit Jawaharlal Nehru says "English is our major window on modern world".

It is necessary to learn and practice four Basic English language skills. These are Listening, Speaking, Reading and Writing. Listening and Reading are receptive or passive skills, Speaking and Writing are productive or active skills. Learning a language means mastering these four skills. According to Widdowson – the order of learning the language skills can be identified in his saying.

“Nothing is to be spoken before it has been heard  
Nothing is to be read before it has been spoken  
Nothing is to be written before it has been read” (Arora249).

Therefore, we should follow the perfect order of mastering skills, i.e. Listening, Speaking, Reading, and Writing. These are the four basic language skills which gives an equal importance. And for mastering each skill so there are number of methods, techniques, approaches and sub skills in our language.

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### Importance of writing

- Academic writing (structural writing)
- Business writing (transactional writing)
- Communicative writing (situational English)

The present paper focuses on the final basic skill that skill is writing. It is very important to acquire a writing skill for personal and business purpose, to take note from books, lectures, newspapers, etc., to keep records and maintain a diary, and to express oneself in prose and poetry. There are various types of the sub skills in writing.

- Narrative writing-narrative means to tell a story.
- Descriptive writing-description of some thing what your senses tell, how things look or smell or feel.
- Expository writing-exposition means explanation, or explain something for e.g., narration, description, argumentative these are all include in this writing.
- Argumentative writing-argumentative means to argue.
- Persuasive writing- A form of writing where the writer uses words to convince the reader that the writer's opinion is correct in representative to an issue. Sub skills of writing aim at clear and effective communication.

To achieve this, complexes of sub skills in writing are used. Mechanics-hand writing, word choice- vocabulary, idiom, tone, organization-paragraphs, topic, coherence and unity, syntax - sentences structure, grammar-rules for verb agreement, use of articles, pronouns, content-clarity, logic, etc., the writing process- getting ideas, detecting, revising, re-drafting, purpose-the reason for writing, justification. [D. Suryanarayana and Dr. P. Satyanarayana, 90].

And there are some elements of good writing-unity of ideas, well-knit sentences, right words in the right places, a well-balanced structure, organization of ideas, a beginning, middle and an end, [Raj 170].

And the last important thing is every language learner can take care about this characteristic of writing-explanation,

- Order
- Simplicity
- Clarity
- Relevance
- Completeness
- Accuracy. These are all the factors involved in teaching writing skills.

Now we are discussing about how to improve writing skills? Having a wide range of vocabulary is one of the major requirements for improving your writing skills. Think of anything in English like story and write it in English and make it a habit. Improve your grammar and sentence structure and construction. Read the newspapers regularly are used and work out how punctuation and part of speech.

Now a days writing skills are very demanding and complicated. High level position in the society, various fields are recommended and give much importance for this skill. These are the well balanced and for all factors are involved in a good piece of writing.

This is the general idea about writing skill. And now the researcher's idea is, why the students and teachers are not showing any interest in writing skills? Why they neglect? Most of the time students and teachers are showing interest in speaking skills only.

In colleges and universities much importance is given only for this skill. At the college level, especially in engineering colleges they conduct labs, paper presentations and activity class like, group discussions, etc.... but in a different angle the researcher thinks about this writing skill as an important communication language. It is very important for every student to write reports, project works and assignments, etc. Why do they not conduct any writing exercises? There is a plenty of writing activities in the English language. Transcription or copying the first exercise in writing, story writing, letter writing, describing a picture, regularly writing diary, essay writing, comprehensive writing, and any topic what we are interested in. To involve and think deeply get an idea about the topic. Try again and again, then do practice and get success. These are the things one can follow every day and practice, learner's thinking abilities are increased, creative thinking will be developed and improve the student level, and could communicate properly share ideas freely and confidently.

It has three stages of writings,

1. Pre – writing
2. While writing
3. Post writing

Therefore, writing is very useful to all second language learners. We learn to write not from lectures or from instructions in the book, but from doing a lot of reading and writing.

### Three Stages of writing

1. **Pre – writing:** -At this stage, the teacher help the learners in forming desirable or satisfactory letters or words used. Here the teacher uses so many sorts of techniques in a sentence formation and its structure. And also in this stage the teacher gives some instructions to the learners in composing and preparing a paragraph, a letter or an essay.
2. **While writing:** - The learner begins to write what he wants to, this is also called drafting the essay or information. Here revision is necessary to bring the final form. The teacher's role is to supervise the learner.
3. **Post writing:** - In this stage, the teacher finds out the performance of the learners or students and gives feedback. Based on this feedback the teacher can observe the student level and find. The weaknesses and strengths and after this the teacher provides remedial teaching. And teachers can motivate the students to write well.

These writing and speaking skills are an important part of communication. Speaking is a spontaneous activity, but writing is not a spontaneous activity, It is a kind of process involving many stages like brainstorming; make a note, planning, writing a draft, editing, proofreading, and finally publishing. Has become a good writer, this one to communicate following this process, a learner message or an idea clearly and easily. This is the kind of practice which will improve the learner's thinking ability. It is a difficult and a complicated task. It takes time to learn in perfect, but daily one can practice seriously, enjoy writing. And learner can express or share all his/her ideas, feelings, emotions, happy movements and etc....Fransis Bacon, Essays "Reading Maketh fullman", "Writing" as Bacon said, "Maketh an exact man". Conference "Maketh readiman"

[Kohili. A.L, 186]. The learner must acquire all the four language skills. Practice makes man perfect; the more one practice writing English Language, the better one gets.

The researcher would like to focus and discuss the common problems in writing skills. Most of the students face the problems in second language writing. They have the phobia about writing. Many students feel difficulty in writing exams or assignments, they don't prepare how to write and they do not think and plan before attending the exam. Without planning and thinking one cannot express one's ideas in an exact way. This is the major problem in second language writing. The Learner should practice daily, to give a better performance. Students should spend more time for reading and writing. Both reading and writing give an up to date knowledge.

Some important steps for effective writing skills are, one should know one's objective before writing about something. Logically organize one's thoughts and follow the order of preference for the points to be written about the topic. Usage of simple and understandable language. Think about the reader. i.e one should think for whom the topic is written and addressed. This helps the reader to get involved in your writing. Last but not the least. The title should be apt and division of paragraphs, i.e. It should have a beginning (introduction), middle (discussions) and conclusion. Finally, this makes an effective writer.

Some of the most common problems the researcher mentioned here those are the smallest mistakes are found in students. They confused some words meaning and difference those are discussed in below.

1. "It's" versus "Its"

It's – means 'it is' e.g. It's time for playing.  
Its – A possessive – "the dog is wagging its tail".

2. "To", "Too", and "Two"

To – My goal is to be become a teacher.  
Too – An adjective, - It is too late.  
Two – Number between one and three. E.g. a pair of two married couples or a set of things.

3. "Whose" versus "Who's"

Who's – 'who is' – who is your father.  
Whose – whose pen is this.

4. "Have" versus "Of"

Have – used this in THE right way could have, should have, would have.  
Of – not used, this could of, should of, Would of.

5. "Where" versus "Were"

Where – refers to a place or location, for e.g. where do you go.  
Were – a past form of the verb "to be" [they were going to the store]

6. "Than" versus "Then"

Than – used to compare.  
Then – refers to time.

7. "Now", "Know", "No"

Now – The present time.  
Know – A verb, understand.  
No – The opposite of yes.

8. "Principle" versus "Principal"

Principle – a noun, meaning, a rule, assumption.  
Principal – an adjective, meaning, most important.

9. "Dominate versus "Dominant"

Dominate – a verb  
Dominant – an adjective.

10. "Lead" versus "Led"

Lead – lead pronounced –led, lead, a verb, meaning, to guide, direct.  
Led - the past form of the verb, ["to lead"]  
These are the common problems, not a problem we called small mistakes, find out in our students' papers or an assignment. [Hensel, university of North Texas, in web page]

**Learners' problems in writing**

Writing is the most challenging and hard work area in learning the second language. There are several problems faced by learners while writing any kind of essays or assignments etc. The second language learners have the main problem is a lack of knowledge and do not know the appropriate use of words (vocabulary). And also have the problem in grammar, syntax, tenses, articles, and prepositions. These are the major problems identified in the student's academic writing papers. The second language learners should learn the mechanics of writing (a) and the process of writing (b). Writing is an important tool or device to support other skills. If a learner has good writing ability to speak well and read the text more effectively. So learners must practice daily writing within one hour it makes perfect in a language.

**Conclusion**

Composing is a very important job to learn difficult, it takes time to become a good writer. Writing makes a well-balanced sentence structured, followed correct grammatical rules, word formation (vocabulary) and clarity about the particular idea. This is the general principles followed in second language writing. The significance of this paper is to understand the importance of writing, and discuss any learners' problems in writing. And teachers should be encouraged, motivate and give feedback to learners improve their writing skills and become an independent writer.

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