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DR ANJALI MORISS EDUCATION & HEALTH FOUNDATION NEWSLETTER

Edition 10

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Pune

WHAT IS WRITING



The eighth edition highlighted the importance of writing, numerous pre-writing skills, and several research-based activities that foster pre-writing skills in children. In this newsletter we will emphasize on written language and its components.

Writing plays a vital role in our day to day lives. It is not just limited to scholastic or academic success, but helps us in other walks of life for instance- writing official letter or mails, drafting our resume, online chat conversations or other content related work. Writing skill is required in some or the other way through our journey from childhood to old age.

Writing is easy: all you do is sit staring at the blank sheet of paper until the drops of blood form on your forehead (Gene Fowler-Weinberg 2006, p. 8). The quote perfectly expresses the reality of the writing process

Most of us have experienced the uneasiness of writing. It is often regarded as one of the most difficult tasks involving multiple processes such as selecting the topic, having background knowledge of it, spellings, letter formation, handwriting, memory etc. These interrelated processes are broadly categorized as **Mechanics and Written expression**. Let's shed light on the components of written language.



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Components of Writing

Mechanics

Written Expression

MECHANICS OF WRITING

WRITING MECHANICS :-

Fundamental tools and building blocks of writing.

Parts of Speech

- One of the division into which words are classified according to their grammar.
- e.g. Noun, verb, adjective, adverb, pronoun, preposition, conjunction and interjection.

1

Sentence Structure

- Every sentence requires at least a verb and a subject.
- e.g. mike laughs .

2

Punctuation

- Symbols that you use to divide written word into sentences and phrases.
- e.g. ! ? . , [] - : ; " "

3

Spelling

- The act of forming words correctly from individual letters.
- e.g. b-o-y, s-c-h-o-o-l etc.

4

Capitalization

- Using capital or upper case letters.
- e.g. India is a democratic country.

5

Abbreviation

- A shortened form of a written word or phrase used in place of the whole word.
- e.g. "Amt" is an abbreviation for "Amount"

6

source:- Oxford Learners Dictionary



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What does Writing Mechanics mean

Writing mechanics are the fundamental tools and structures of writing. They include pre-skills for writing like - spellings, sentence structure, paragraph structure and handwriting. Correct mechanics helps make your writing structurally sound, so that it can elevate the meaning and make it more effective for the reader. Writing mechanics are the building blocks of writing. The description of the components of writing mechanics is given below

1) Spellings

Spelling is the foundation of reading and the greatest ornament of writing (Noah Webster). In written language, spelling is the choice and arrangement of letters that form words. It is a skill that is dependent upon other literacy skills, such as phonemic awareness and alphabetic principle. Words in the English language are not always spelled as they are pronounced which increases the difficulty level of it.





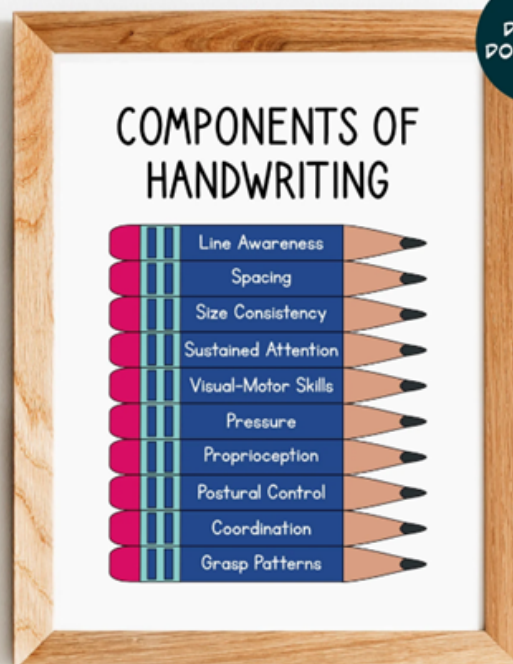
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2) Handwriting

It is a style or manner of writing by hand, composed of letters representing that particular language. Handwriting comprises of various elements such as;

- Memory, which is required to produce the symbols/letters
- Orientation which refers to the direction
- Placement which includes placing letters and numbers on the baseline of writing paper
- Sequence refers to writing the letters/numbers in the correct order and stroke direction
- Spacing
- Size



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3) Sentence Structure

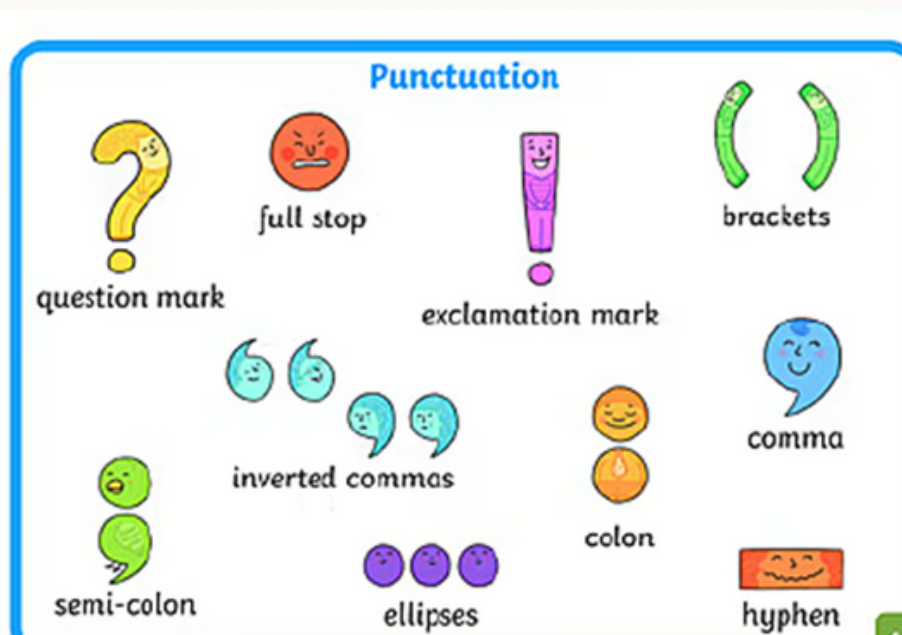
Sentence structure is how all the parts of a sentence fit together. There are certain rules for all types of sentence structure so that you can communicate clearly and confidently. These include:



4) Punctuation

Correct punctuation must be used in order to convey meaning and increase readability.

There are eleven primary types of punctuation, and some may be more natural for kids to use than others.



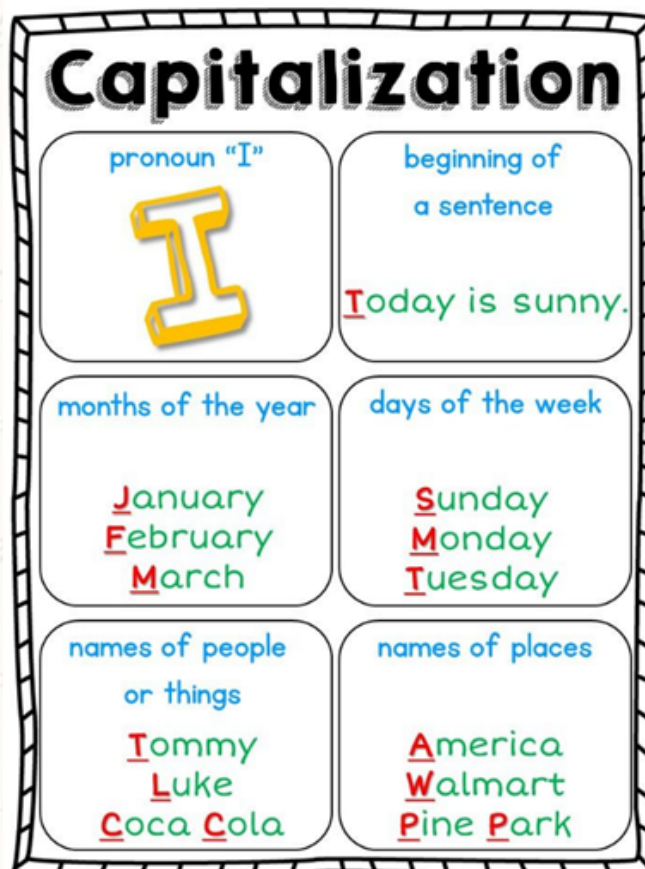


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5) Capitalization

Capitalization is one of the elements of mechanics which refers to writing Upper case or Capital letters to highlight the following:

- The word at the beginning of any sentence is capitalized.
- Names and proper nouns are capitalized.
- Days and months are capitalized.
- Most words in titles are capitalized, except small words such as 'and' or 'of'.





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6) Parts of Speech

Parts of speech indicates the role a word plays in a sentence. Parts of Speech are important because they show us how the words relate to each other.

For instance, let's take the words "eats," "fruits" and "Lily."

Now, they are just words, which doesn't convey any meaning. But, if we assign each word a role (a part of speech), and put them into a sentence, we get something meaningful, such as 'Lily eats fruits'.

These parts of speech are classified into eight categories. Knowing the difference between all of them is essential for effective communication.

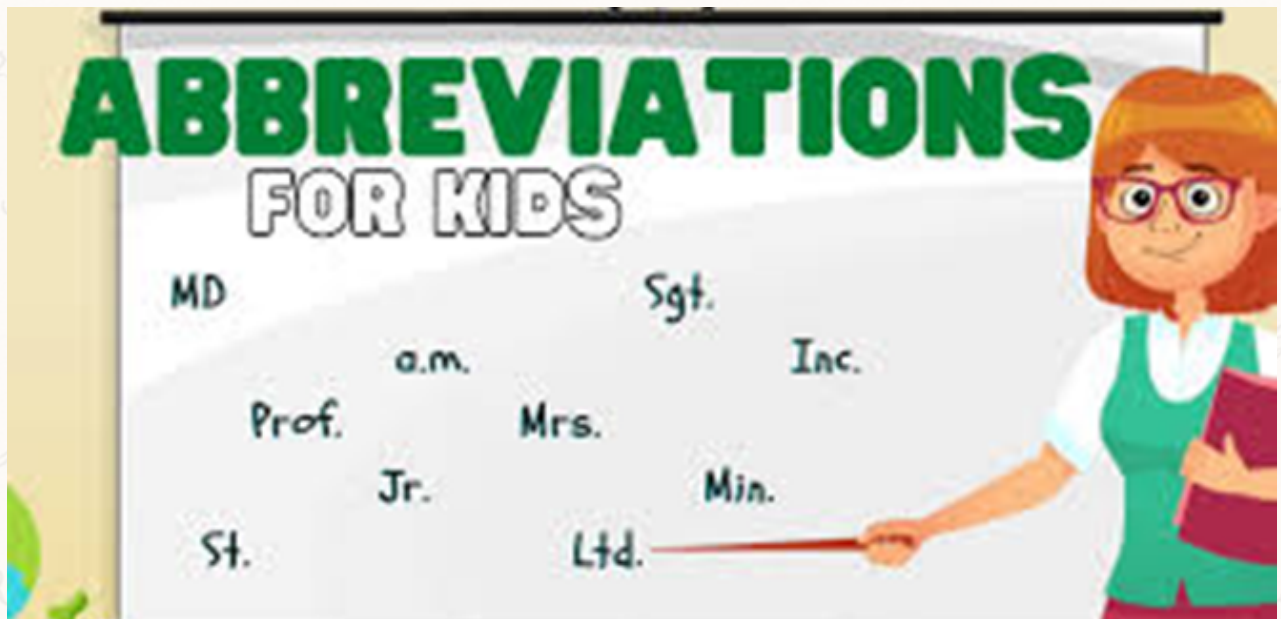
8 PARTS OF SPEECH			
NOUN A noun is used to name people, objects or ideas. Example <u>Adnan</u> is an intelligent young <u>man</u> .	PRONOUN A pronoun is used in place of a noun. Example I have built a house.	ADVERB Refers to a word that describes a verb, an adjectives, another adverb. Example I am going <u>now</u> .	ADJECTIVE An adjective is used to describe or qualify a noun. Example She is a <u>pretty</u> child.
PREPOSITION A preposition is used to show the relation of one thing to another. Example We went <u>about</u> the world.	VERB A verb is used to describe an action. Example Ali <u>went</u> to Karachi	CONJUNCTION A conjunction is used to join words or group of words to one another. Example and, or, so, after, neither etc.	INTERJECTION An interjection is used to express some sudden rush of feeling or excitement. Example <u>Alas!</u> I we have lost the match.



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7) Abbreviations

Abbreviate means to lessen an existing word. The best way of using it is to add a full title first, followed by an abbreviation. After doing it, you can use only the acronym throughout.



We have explored and understood the foundations of writing in terms of mechanics. These foundations help in building written expression.

Now let's explore the 'Written Expression' in brief.



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What Is Written Expression



Written Expression is a complex process of using various cognitive operations to translate ideas and thoughts into a written language.

Importance of Written Expression

- Writing is an outlet for expression and self-evaluation.
- It aids in the organization of thoughts.
- When you write, specific brain regions are active that help with creativity and problem-solving. As a result, the more you write, the more your brain works to generate original ideas that may be applied to real-world problems.
- It broadens your knowledge base while enhancing your recall.
- It enhances your communication skills.
- It also plays an important role in scholastic success.



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Elements of Written Expression

When you are asked to write about something, do you directly start writing ? Probably not! We consider some steps, generally applied without being aware. These steps help develop text that is reflective, clear, and coherent. Let's look at them briefly!

Planning

The initial stage includes planning. In this stage one must consider the purpose of the writing, the main topic, and key components of the writing. Background knowledge of concepts and active role of working memory to hold, organize and combine information sets a foundation for planning.

Translating

After planning, the next step includes translating the ideas into writing. This step is the crucial part which involves usage of spelling, handwriting, using appropriate sentence structure. It also involves organizing the content which further includes elaborating ideas, gathering required information, and arranging them to have a flow of writing.

Reviewing

The last step is reviewing that talks about proofreading, editing, and revising. Through editing and proofreading it can be ensured that the piece of writing is error free and is at the highest possible level of quality.



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Up till now, we have discussed about the components of writing. Now let us focus on why do students with Specific Learning Disabilities (SLDs) have difficulty with writing.

Expressive writing is a cluster of skills that includes mental tasks such as idea generation, planning, organization, and mechanical tasks such as generating letters, handwriting, spellings, sentence structure etc. These mental tasks and mechanical tasks are interconnected. Students with Specific Learning Disabilities are likely to experience challenges because they have a hard time switching attention between mechanical tasks and mental tasks. (Graham & Harris, 2009). Rather than spending their mental energy composing the idea, students with SLDs are often occupied with low-level tasks like word construction.

Additionally, recent researches have emphasized the importance of working memory in writing. One of the Specific Learning Disabilities, Dysgraphia has been shown to commonly affect orthographic coding, or the ability to store written words in working memory connected to handwriting. Thus, it is difficult to come up with words and to write the content.



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GLOSSARY

WORKING MEMORY: WORKING MEMORY IS THE PART OF OUR BRAIN THAT HOLDS AND MANIPULATES INFORMATION FOR A SHORT PERIOD OF TIME. IT CAN STORE VERBAL, VISUAL, AND SPATIAL INFORMATION IN THE MIND, WHILST ALLOWING US TO ENGAGE IN OTHER COGNITIVE ACTIVITIES. IT IMPACTS ALL AREAS OF THINKING AND LEARNING.

ORTHOGRAPHIC CODING: THE WORD ORTHOGRAPHIC HAS BEEN DERIVED FROM THE WORDS 'ORTHO' MEANING RIGHT OR CORRECT AND 'GRAPH' MEANING TO WRITE. ORTHOGRAPHIC CODING IS A WAY OUR BRAINS PROCESS AND STORE WRITTEN WORDS. IT'S LIKE A MENTAL DICTIONARY WHERE WE ASSOCIATE A CERTAIN PATTERN OF LETTERS WITH THE SOUND AND MEANING OF A WORD

she turned into a ghost and ^{haunted} haunted everyone. She took a form of a doll and the family thought the doll is haunted they put the doll into the garbage can outside the house. It came back and knock on the door ~~very~~ loudly. everyone got frightened. Someone went and opened the door. there was an envelop kept. the person opened it and it was written miss me.



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Conclusion

It is important that written communication must be precise and accurate to convey the intended meaning. If there are multiple grammatical errors it may cause inconvenience to the reader and distracts them from the written work. The reader may choose to ignore our work and move on to something captivating and more accurate.

Just like a vehicle mechanic makes sure that all parts of the vehicle are running smoothly and no nuisance is caused during the journey, writing mechanics ensure smooth running of our writing journey.

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