

# Writing Skills for Trainers

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## Abstract

The importance of writing, writing as a complex skill, nature of writing and its characteristics are stated followed by a discussion on different approach to writing and different kinds of writing. A brief note on teaching writing to ESL learners is also discussed. Writing is primarily a learned art, with students being taught all the formal and technical aspects but relying primarily on their own creativity to create. Teaching writing skill can be difficult for any teacher, since the approach will be different for almost every student. A few will learn quickly, while others will need some encouragement and more attention to ensure learners understand what students are being taught. There is a general learning arc that most students will go through, regardless of their age. Writing skills Writing is a visual representation of speech. In writing and speaking the language learner is engaged in communicating his ideas and feelings. In the case of speaking, a kind of give and take situation exists between the listener and the speaker. But, in the case of writing the message communicated is higher and to be effective. Writing is an act of forming letters or characters and artfully putting them together so as to express ideas; an essential component of any language learning. To learn written mode of second language, in addition to L1, one requires an additional ability and time. For learning writing of L1, one need not learn words and their meaning without any kind of hindrance if he/she has literacy skill in L1, to correlate the sounds with graphemes and to sequence the graphemes into words and words into sentences, cohering the sentences with meaning and ability to organize them in a readable manner. But, to learning writing of L2 one requires learning deliberately and consciously each and every linguistic element through instruction or proper guidance.

## INTRODUCTION

Written language skills are an integral part of many positions in almost every industry. Even staff positions and freelance opportunities that center around writing or editing skills can occur in multiple fields that don't overlap. From textbook proofreading to creative writing for websites, a writer's profession exists comfortably within every industry imaginable. Most people in the United States can write, but few can write well. That is, not all professionals understand the nuance of words, syntax, and style to properly hand out complex ideas in digestible ways for readers from various walks of life. The article you are reading right now was composed, edited, and redrafted before publication online. Sometimes writing and editing is done by a team (some writing and some editing) or by one person. Because written communication can be challenging, great care insures that the content is accurate and read-worthy.

Yet, there are certain core skills that all writers and editors share. It is one thing to write for fun or privately in a diary. It is another thing entirely to write professionally. Even those that are natural writers may not do well professionally unless they practice and improve their abilities. On the other hand, many professional writers were at one time terrible writers. That being said, writing is an acquired skill that can be developed with practice. Most writers have at least a bachelor's degree. However, most employers want to see samples of your writing before they take a look at your education and work history.

## Types of Writing Skills

Even if you are writing with the assistance of an editor, you must make your points clear. As such, you cannot write well if you do not have a good grasp of spelling, sentence structure, punctuation, and all that good grammar entails. Automatic spell-checkers and similar software aids are useful, but they aren't fully reliable. If you are familiar with a specific usage style, such as The Chicago Manual of Style or Associated Press, put that down. And if you're trained in other style guides such as medical or legal, mention those as well.

1. Proofreading
2. Revising
3. Drafting
4. Spelling
5. Structure
6. Style
7. Punctuation
8. Strong, Vocab Using
9. the Rhetorical
10. Triangl
11. Devise
12. Structur Establish
13. Tone Forming
14. Thesis Planning
15. Building Outlines

## Research

As a professional writer, you could be called upon to write on topics you don't know much about. This requires research, sometimes online. If you are good at finding and assimilating large amounts of information quickly, say so – and provide examples from your history to prove it.

- Analysis
- Reporting
- Proper Use of Search Engines
- Data Analysis
- Interpreting Statistics
- Report Writing
- Online Searches
- Identifying Audience
- Content Review

Some clients require the use of certain word processing programs, file sharing services, collaboration apps, blogging platforms, or website templates. Projects may also require other types of software, such as spreadsheets or video editing. The more of these you already know how to use, the better.

If you can advise your client on which programs, apps, and platforms to use, that is even better.

- Content Management Systems (CMS)
- Microsoft Office
- MS Word
- Document Sharing
- Google Docs
- Word Press
- Word Processing
- DropBox Pro
- Printing Layout
- Document Layout
- Final Manuscript Production
- Mark-ups
- Marking Color Breaks
- Marking Head Levels
- Typesetting
- Working Sketches

#### Collaboration and Communication

Writing is often collaborative, while editing is *always* collaborative. The reality is that many people hire writers and editors because their own communication skills are poor. To succeed, you must be able to work effectively with others, even when they are difficult to get along with or understand. Active listening and assessment skills will go a long way toward building a positive rapport with your clients, no matter what their personality or background.

- Conducting Interviews
- Note Taking
- Coordinating
- Project Management
- Emotional Intelligence
- Teamwork
- Author Meetings
- Consulting
- Contracts
- Project Coordination
- Verbal Communication
- Written Communication
- Working with Reviewers

## Technical Writing Skills

A technical writer prepares instructional and supporting documents to communicate complex technical information in a user-friendly manner. They develop and gather feedback from customers, designers, and manufacturers to help identify areas of confusion, and present solutions to the design and development teams. A technical writer is responsible for creating FAQs, charts, images, and training documents that can be easily understood by people in a wide range of backgrounds. A technical writer must have strong communication skills, along with exceptional writing and grammar skills. A bachelor's degree in Journalism, English, or Communications is often required. However, some companies require a degree and/or knowledge in a specialized field, like computer science, engineering, or finance.

- Ability to Work Autonomously
- Analyze Information and Draw Conclusions
- Create Diagrams, Drawings, and Charts to Explain Product Usage
- Develop and Maintain Standard Operating Procedures (SOPs)
- Develop Style Guide
- Ensure Consistency
- Excellent Grammar and Punctuation
- Excellent Planning and Organizational Skills
- Gather User Feedback
- Generate Help Files and FAQs
- Help Users Understand Intricate and Technical Information
- Knowledgeable of Industry Regulations
- Limit Product Complexity
- Maintain and Update Document Library
- Manage Documentation Process
- Multitask Assignments
- Prepare Internal and External Technical Documents
- Provide Solutions to Product Issues
- Review Documents for Completeness and Accuracy
- Standardize Product Content
- Strong Attention to Detail
  
- Strong Understanding of Product Features and User Needs
- Product Knowledge
- Understand Information Design and Architecture
- Work Closely with Technical and Non-Technical Team Members
- Work Well Under Pressure to Meet Deadlines
- Write and Edit Product Publications

- Write and Organize Instructional Documents

## More Writing and Editing Skills

- Identifying Theme
- Ethics
- Omni Media
- Multi-lingual
- Newsletters
- Business Storytelling
- Blog Writing
- Journalism
- News Writing
- Organizing
- Print Writing
- Proposal Writing
- Social Media
- Web Writing
- Presentation Writing
- Creative Writing
- Feature Writing
- Magazine Writing
- Infographics
- Inductive Reasoning
- Deductive Reasoning
- Logic
- Deadlines
- Stress Tolerance
- Lie Detection
- Establishing Rapport
- Gauging What Will Interest Readers
- Handling Criticism from Editors and Readers
- Incorporating the Right Data to Support Storylines
- Interviewing Experts
- Networking
- Protecting the Confidentiality of Sources
- Reading Comprehension



**PREPARE A PORTFOLIO:**

Besides a traditional resume, you will likely have to provide a portfolio of successfully completed projects and a collection of writing samples when you apply for work as a writer or editor.

**BE READY TO PROVIDE SAMPLES:**

For some positions, you may be asked to submit writing samples in place of or in addition to a cover letter. Choose those projects and writing samples that are most relevant to the client's project.

**USE SKILL WORDS DURING JOB INTERVIEWS:**

In many cases, educational or work history or subject matter are not directly related to writing or editing might be relevant to a particular job or project. Always be on the lookout for the possibility that your special expertise may be relevant.

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