RULES OF WRITING

Monday, 25th April, 2016

Objectives

- What is writing?
- Capitalisation
- Indentation
- Punctuation
- Paragraphing
- Titling

Introduction

The written form of a language is eminent in writing. In English Language, writing has rules which when observed makes a writer's write-up to be readable and organized.

Writing

Writing is the putting down of words on paper. In other words, it is the drawing of alphabets on paper to make sentence, paragraphs. Punctuation marks are used to organize these words so that the write-up would have more meaning.

Rules of Writing

There are some rules you have to observe whenever you write. They are capitalisation, indentation, punctuation, paragraphing, and titling.

Capitalisation: capitalisation is the use of capital letters to begin a sentence. It is also the use of capital letters to begin a properly. For example: john → John.

Indentation: indentation is the giving of a little space away from the margin before beginning a paragraph.

Punctuation: punctuation is the use of punctuation marks to organize your write-up so that they read more meaning. Some of the punctuation marks are: full stop (.), comma (,), question mark (?), semi-colon (;), colon (:), etc.

Paragraphing: sentences are made up of words. Paragraphs are made up of sentences. Sentences that together imply an idea of the writer is called a paragraph. Paragraphing is the grouping of a write-up into paragraphs, such that each of the paragraph expresses a particular idea of the writer.

Titling: titling is giving of a write-up a title. Title is a phrase or clause that names your write up.