RULES OF WRITING

There are several rules for writing. When these rules are obeyed, the resultant write-up is most meaningful and informative.

Some of these rules are: capitalisation, titling, paragraphing, indentation, punctuation, and formatting.

Capitalisation: When beginning any piece of writing or; paragraph or sentence within a piece of writing, it is most proper to begin with a capital letter. This phenomenon is called capitalisation.

Titling: Every piece of writing has an idea it wishes to pass across. A title is a sentence or clause that hints our the idea that the write-up wishes to convey. It is good to write a title for your piece of writing before beginning the content.

Paragraphing: The content of your write-up originates, develops and concludes the main idea hinted by your title. A paragraph is simply a section of your content that handles a particular facet or part of the main idea. The way paragraphs are arranged to handle the idea is called paragraphing. Notable paragraphs in a write-up are the introductory and concluding paragraphs. The introductory paragraph handles the interest arousal, preliminary

illustration or discussion that would make the idea of the write-up emphasized and interesting. The concluding paragraph simply handles the idea of the write-up in a way of merging all the aspects handled by the preceding paragraphs. It is very good to break the idea of your write-up so that each paragraph can develop a particular aspect or sub-idea.

Indentation: Write-ups are usually bordered by margins. English texts are written from left to right, thereby giving the left margin a peculiar emphasis. Indent is a little space giving from the left margin. It is giving before beginning a paragraph. In fact, seeing another indent implies seeing another paragraph.

Punctuation: For one to write a readable and comprehensible write-up, that person would not only have to combine the right words but also the right punctuation marks. Some punctuation marks are fullstop or period (.), comma (,), colon (:), semi-colon (;), apostrophe (’), question mark (?), exclamation mark (!), etc. It is good to know how best each of the marks can be used so to impart proper sense and pulse to your write-up.

Formatting: There are different kinds of write-ups. For example, formal letters, informal letters, e-mails, reports, business proposals, narrative compositions, etc.

Each kind of write-up has its own kind of format. Format simply means the way a kind of write-up is arranged. It is good to know the proper format for any write-up you wish to put up before beginning to write.

Note it is advised to always draft an outline for your write-up before starting to write. The drafted outline would serve to guide your writing.