Semester 2nd;Subject: Communication Skills

**COHERENCE AND CLARITY**

What is clarity?

Writing lacks clarity

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Coherence between sentences

**What is clarity?**

It communicates without requiring unnecessary mental effort on the part of the reader. That may seem obvious, but making clear to our readers what is clear to us is a difficult task. Many common writing errors can get in the way: usage and mechanics problems, poor word selection, wordiness, and so on.

**JOHAN WOLFGANG**

If any man wish to write a clear style let him first be clear in his thoughts.

**WHY WRITING LACKS CLARITY?**

Sometimes writing lacks clarity not because of fuzzy writing, but because of fuzzy thinking. All too often writers don’t think through what they want to say before they start generating words. That’s where careful pre-writing can help clarify thoughts and directions prior to putting pen to paper. If your thinking is muddy, your writing will be too.

**Tips for improving clarity**

Consider your audience:

To be clear and easy to understand, you’ll need to tailor your message to your audience. You talk to your 3-year-old differently than you talk to your co-workers

Say exactly what you mean:

Don’t beat around the bush in business communications. No one has the time or tolerance for it.

KEEP IT SHORT AND SIMPLE:

 While it is good to know the how and why behind your decisions, it’s not always necessary to provide lengthy explanations. Be prepared to answer questions others may ask, but don’t overwhelm them with details and back story unless they ask. Give the highlights and the key points. Less is more.

ASK FOR PLAYBACK:

 When you are expecting others to do something in response to your communication, ask them to play back what they will do. Check to be sure they’ve understood.

USE OF 3W MODEL

What: Describe the situation and be specific. Your description should be based on your own observations, not on hearsay or assumptions. Use “I” instead of “You” at the beginning.

Why: Describe the impact of what you’ve observed. If there is not significant impact, a reason why this truly matters, then skip the feedback.

Way: Describe what you would like to see as a replacement behavior. Again, be succinct

**Coherence**

Coherence is the way ideas hold together. Good writing moves easily from sentence to sentence, from idea to idea. There is a connection from one thought to the next that is naturally apparent. It allows the reader to follow your writing without getting lost.

**Role of coherence in writing**

Coherence in writing is the logical bridge between words, sentences, and paragraphs. Coherent writing uses devices to connect ideas within each sentence and paragraph. Main ideas and meaning can be difficult for the reader to follow if the writing lacks coherence

**Coherence between paragraphs**

Transitional words can also be used between paragraphs. Words such as:

Therefore

However

Yet

Thus

First

Later

Then

These words can be used to connect the paragraph

**COHERENCE BETWEEN SENTENCES**

Coherence can be created between sentences through repetition and transitional devices. Repetition of words across sentences helps to reiterate the same ideas between sentences. One way to use repetition to create coherence is to repeat the same word or phrase at the end of one sentence and the beginning of the next sentence to show how the ideas connect

Here is an example of sentences that create coherence through repetition:

The most important part of an essay is the thesis statement. The thesis statement introduces the argument of the essay. The thesis statement also helps to create a structure for the essay.

**GRAMMATICAL ACCURACY IN SPEECH AND WRITING**

Grammar (noun): The system and structure of a language, considered to consist of syntax and morphology or

Grammar is a set of rules which help us to understand language.

Accuracy refers to how correct learners' use of the language system is, including their use of grammar, pronunciation and vocabulary. Accuracy is often compared to fluency when we talk about a learner's level of speaking or writing. ... Language manipulation activities can help develop accuracy.

Grammatical accuracy refers to the correct usage of sentence structure either in dialogue or writing.

Grammatical Accuracy refers to how correct learners' use of the language system is, including their use of grammar, pronunciation and vocabulary. ... These include controlled practice, drills, the study and application of grammar rules, and activities that help students to 'notice' their own mistakes.

7 Tips to Improve Your Grammar Skills

Read. Reading may be the number one way you can improve your grammar skills. ...

Get a grammar manual. It is useful to have a thorough reference book nearby that you can consult when writing. ...

Review the basics. ...

Practice. ...

Listen to others. ...

Proofread…out loud. ...

Write.

Grammatical Accuracy in Speech and Writing:

* Clear and articulate speaking and writing
* Language free from grammatical mistakes; such as ,correct use of parts of speech
* Words spelled and/or pronounced correctly

**Opening Statement/Topic Sentence and Key Word:**

* A sentence that expresses the main idea of the paragraph in which it occurs is called as opening statement or topic sentence.
* Most of the time it is the first sentence of the paragraph and it unlocks or opens up the topic.Therefore,it is also called as the key sentence.

**Importance of Topic Sentence:**

* Helps you stay focused on the topic of your paragraph
* Help readers to know what your paragraph will be about
* State the Topic
* Conclude or summarise ideas
* **Note:** For more details and examples of Topic Sentence/Opening Statement consult the book: “ High School English Grammar and Composition”By-Wren and Martin