


Note-making  
Summarising  
Sub-titling  
Essay-writing  
Letter-writing  
Creative Writing

# Reading Skills



*I know what I want to say, but I don't know  
how to say it.*

– a student

To be able to write effectively the student needs to

- ◆ understand the significance and purpose of writing
- ◆ develop coherence in writing
- ◆ understand and employ cohesive devices
- ◆ utilise to the maximum familiarity with, and relative command of grammar, spelling and punctuation.