

How to Improve Your Writing Skills?

- Focusing on **grammar** and **spelling**, which are the basic principles of writing.
- Practicing yourself regularly.
- Keep reading to develop an eye for what effective writing looks like.
- Join a workshop or take writing classes.

The differences between messages and scientific writing is listed below:

You don't need to write complete sentences for text messages.

Use abbreviations like LMK (= *let me know*) or use emojis to save time writing.

You don't need to use full stops (.) at the end of messages.

Type numbers instead of saying how much time you think you'll need, e.g. *I'm running 10 minutes late.*

It's good to say *sorry* and *sorry again*, but you don't need to say sorry in every message.

A message to say you're late

Learn how to write text messages to tell a friend you're going to be late.

I'm running 15 mins late, sorry!

No problem!

Traffic is really bad. I'll be more than 15 mins late now, sorry again!!

It's OK, don't worry. I'm in the restaurant already so it's fine

I'm here but can't find a place to park, oh this is not my day! I'm looking for a different car park. Not sure how long I'll be

OK, LMK when you find a place

I might get something to eat till you coming

Of course! I'll be as quick as I can

OK!

Found one! Be there in 15 mins

Well done! See you soon

Exercise: reread the above message and find the correct phrases.

- 1- Phrases for somebody who is late
- 2- Phrases for somebody who is waiting

Exercise: Read the message and choose the correct response.

I'm running a bit late, sorry!

- a. Sorry b. no problem c. yes

Exercise: Put the words in the correct order.

so it's fine, don't worry, already I'm in the restaurant, It's OK