



**WITTY WRITERS' WORLD**

*Presents:*

**WRITING**  
*Etiquette*



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Facilitator



**O. J. AWODIREPO**  
Host

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**WITTY WRITERS' WORLD**  
(Closed Facebook Group)

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**THURSDAY, 14TH NOV. 2019**

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**8pm**

 Witty Writers' World

 Wittywritersworld

 [Wittywritersworld.blogspot.com](http://Wittywritersworld.blogspot.com)

Titilope James is a chartered accountant and tax consultant by profession. She is an alumnus of Babcock University.

She is an emotional intelligence enthusiast, life coach, seasoned speaker and writer passionate about seeing people become best versions of themselves.

She organizes training programs on her social media platforms where she speaks on emotional issues affecting youths and adults alike.

She is also passionate about helping young people overcome challenges as a result of their backgrounds to become confident individuals.

She has been invited to speak on various platforms like Ignite Passion, Church on the Street, Boss Hub, Purposeful Parenting Group to mention a few. She is the author of "Stress-free" and "Act-up!".

She lives in Lagos, Nigeria.

## What is good writing?

Writing is said to be good when it conveys information as intended by the writer. Good writing involves clear communication of facts, opinion and every other information to achieve an intended purpose.

It is important to note however that wrong grammar and inappropriate use of punctuations could affect the readers' flow and make them lose trust in the writer.

## What is the role of grammar?

Grammar is the tool for conveying information clearly. Grammars are systems of rules for speaking and writing in a language. They enable writers to attain a consistent use of words.

As you write, there are basic grammatical rules to be adhered to in order to achieve your purpose.

## Basic grammatical rules

1. Be consistent in the use of one tense.

If you're using present tense, use it to the end. Don't mix present and past tense together.

For instance:

*I went to Tola's place earlier today, and then she **says**, "What brings you here uninvited?"*  
**WRONG**

It should rather be

*I went to Tola's place earlier today, and then she **said**, "What brings you here uninvited?"*

Be consistent with the tense you choose to use.

2. Understand the use of possessive nouns.

There is a difference between **its** and **it's**. The former is possessive while the latter is the short form of **"it has"** or **"it is"**.

If a noun is plural and ends in **"s"**, you have to simply add an apostrophe after the **"s"** to make it a possessive noun. For example - **girls', boys'** etc.

For joint possession, the **('s)** would be added to the last person e.g. Tola and Titi's mother. But if they are separate individuals, both of them would have the **('s)** e.g. Sam's and Titi's mother are around.

For compound words, the ('s) is added to the last word e.g. the *crème le crème's house* or the *mother-in-law's house*.

3. Ensure that the verbs agree with the subject. Singular verbs should go for singular subjects e.g. *Will everyone take a pen out of his or her desk?*

**NB:** each, every, everybody, somebody, someone, no one, anyone and anybody all represent a singular subject).

4. Avoid unnecessary modifiers that make a statement passive.
5. Be consistent in the use of pronouns in a sentence

All these rules, to mention a few, are just to ensure the clarity of your statement. Grammar however should not be prioritized over good writing. The goal of writing is clarity.

### **Punctuation marks and their use**

1. Comma (,): it is used to add clarity to a sentence. It indicates a pause.

It should be used for introductory words like *yes*, *no* and *but*, for clauses joined by *but* and between members of a series and before a direct quotation.

2. Semicolon (;): use to signal a distinct pause in a sentence where a comma would not be appropriate. It is used to separate closely related clauses not joined by a conjunction. It is used to separate series that contain comma.
3. Exclamation (!): used to express statement of intense feelings or after commands. Use when you're actually exclaiming.

One exclamation mark is good. No need for multiple uses.

4. Quotation marks (" "): used to quote words taken directly from another's speech or writing. It is not appropriate for indirectly referenced words. Also, titles of books, sermons and magazines are usually stated using quotation marks.
5. Question mark (?): should be used when you are asking a direct question, not indirect ones.
6. Colon: used to introduce a list and long quotations.

### **Other tips**

- Do not use parentheses ( ) unnecessarily as it tells that you're too lazy to develop a point or you do not know how to explain the point.
- Be wary of the use of ellipsis to represent thoughts that are not fully formed e.g. okay...
- Do not hide necessary information from your readers in the name of suspense. Let there be a flow.

- Do not be coy to state your personal involvement in the story early enough.
- Provide necessary information required for any transition to keep the flow.

In conclusion, a good writing involves a free flow of words without hiccups, just like music. Your aim should be to present information as clearly as possible to your readers. Your readers must be kept in a spell that keeps them engrossed easily in your writing.

Write clearly and maintain your flow.

Cheers to good writing!

## ABOUT WITTY WRITERS' WORLD

**Witty Writers' World** is an NGO (officially registered with the Corporate Affairs Commission) borne out of the desire to encourage everyone who has embraced or wishes to embrace the art and act of making him/herself heard through any creative means.

**Witty Writers' World** is more of impact oriented. At Witty Writers' World, we help train writers and aspiring writers to maximize the power of their pen. For those who already write well, we create a 'push avenue' to make them write more meaningfully. Creativity is key and bringing out the originality in an individual is our core value.

We write to make impact in people's life. We write to correct, inform, educate, motivate and inspire others. And there is room for everyone who wants to be read by a larger community of readers. We achieve this by making use of every social media platforms available to share the works of individuals so many can read and be blessed.

Welcome to **Witty Writers' World** where everyone has a unique voice and style, where originality and creativity are highly appreciated. We are interested in encouraging all creative writers across the globe to make themselves get read by a large community of readers all over the planet through all the available social media platforms we operate. You never can tell who your works are inspiring. The joy of writing is having people who can read and appreciate them. For this reason, Witty Writers' World wishes to give a louder voice to the pen of every writer who desires and is passionate about imparting the world of young people (youths and teenagers) through articles, short and educative stories, poetries of any form, original quotes and inspirational/motivational write-ups.

Contact us

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## Welcome to the Witty Writers' World

We write not just because we feel like writing but because we love to inspire and touch lives through the power of our pen.

We think, we meditate, we write and do that wittily.

Are you also a writer and wish to mingle with other writers?

Do well to send us a mail [wittywritersworld@gmail.com](mailto:wittywritersworld@gmail.com) or 08129885198 via WhatsApp.