

Written communication

[Sociology](#), [Communication](#)



Written communication is the idea of writing clearly it includes grammar, organization clarity and construction of work. One primary reason why written communication is very significant is because it leaves us with permanent documents that had happen in the past. Effective Communicating. com comes up with five good reasons why written communication is essential to us, first is Written communication can preserve our memories of the special people in our life. Family, friends, boyfriends or girlfriends write each other to express their love and care for each other.

Sometimes we tend to get shy to profess our love and care for them, basically what we do we wrote to them using those sweet words to express what we really feel. In addition to that, those letters can give us a nostalgic feeling to those people who become part of our life; we read those letters to reminisce the sweet memories that happen on the past. Secondly, Written communication can prevent misunderstandings. Misinterpretation can occur during conversation; especially if you're talking to a very loud, crowded environment we sometimes have a difficulty to understand each other.

In writing, there's clarity of message. We can explain our concept, ideas, and thoughts easily. Written documents can also give the reader more time to process and understand the information he or she is about to be familiar with. In corporate world, written communication is very crucial; they have written agreement so that whenever they had a deal to other company they make sure they had everything written about what the deal is all about so when something terrible came up they have a evidence that will help them.

Thirdly, Written communication can help you remember important details. We are all preoccupied on the things that we do that's why sometimes we tend to forgot important meetings, birthday, special occasions etc. By writing down those important dates in our lives it will be much easier for us to remember those dates. It can also be use when we go to the grocery, we can write down first the things that we need to buy before going to the grocery.

Taking down notes is also essential to students. We are not capable of memorizing all those lessons everyday that's why taking down notes is very helpful, it can retain all those lessons you need in order to study on a quiz or exam. Fourthly, Written communication can educate others and allow you to share your knowledge. Books, magazines, journals, newspapers etc. these are just some materials that are very helpful to us in order to be educated and aware to the world were living in.

By reading some of them it can help us to develop ourselves as a person as an individual living on this world. And the last it Written communication is a great way to deal with negative feelings. Some of us release our depression, anger, or sadness by means of writing. It's a very helpful outlet in order to release the tension that we are feeling. Instead of screaming shouting and throwing things why not write it down to make it more constructive and you will be surprise that you feel better after writing it down.