# **Communication, teamwork, and presentation skills**

## Top tips for improving your written communication skills

When trying to get your point across to others in writing, here are some key things to bear in mind:

**Vocabulary, spelling and grammar:** These things do matter. A written document with a lot of spelling mistakes or grammatical errors loses credibility. It can look as if the writer doesn’t care about the quality of their work. If you struggle with spelling, grammar, or written expression, it may be worth your while to be [screened for dyslexia](https://www.universityofgalway.ie/disability/support/dyslexia-screening/) and/or to learn to use [assistive technology](https://www.universityofgalway.ie/disability/support/assistive-technology/).

**Proof-reading and editing:** Few pieces of written work are born perfectly formed. Usually you will need to read over a piece of writing a few times, making changes every time, to obtain a good quality finished product. If you can, it’s often a good idea to go away from a piece of writing for a few hours, days, or even weeks, so that you come back to it again with ‘fresh’ eyes.

**Brevity and simplicity:** Try to get your written points across as simply and concisely as possible. As you gain writing experience and confidence, you can experiment with making your sentences and paragraphs more complex, but if in doubt, keep it simple. For some useful resources on using plain English for everyday writing, see <http://www.plainenglish.ie/writing-tips/> .

**Logical progression of ideas:** Most pieces of good writing – from the shortest email to the longest thesis – follow a very simple rule. This is that your written work should have a clear beginning or introduction, middle or main body, and end or conclusion.

**Authenticity:** Work on developing a fluid, personal writing style, and on finding your own voice. Don’t pass other people’s written work or ideas off as your own – this is plagiarism and is a breach of the [Academic Integrity Policy](https://www.universityofgalway.ie/media/academicintegrity/files/QA220-Academic-Integrity-Policy.pdf). Do not use generative AI tools such as ChatGPT to do your writing.

For more information on, and support with, academic writing skills (including citing and referencing correctly) check out the Library’s [Academic Writing Centre](https://library.universityofgalway.ie/studying/awc/) and resources on [academic integrity](https://library.universityofgalway.ie/studying/academicskills/academicintegrityforstudents/). Remember that while writing is a key communication skill, so too is reading the work of others. Check out the [Reading and Research skills](https://www.universityofgalway.ie/academic-skills/readingandresearch/) section of the Academic Skills Hub for reading tips.

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