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unnecessarily wordy can cloud your message and confuse the reader. Pare down phrases that are redundant, repetitive, or obvious. Read out loud: Reading out loud can help you find awkward phrases and areas where your writing doesn't flow well. Many computer-based tools like spell check on your word processor or Grammarly can help you find and fix simple spelling and grammar errors. These tools are not perfect but can help even the most seasoned of writers avoid mistakes. Take note of any frequently highlighted words or phrases so that you can avoid the same mistakes in the future. 4. Get feedback. Whether you're writing emails or essays, asking for feedback is a great way to see how somebody besides yourself will interpret your text. Have an idea of what you'd like your proofreader to focus on: the structure, conclusion, the persuasiveness of an argument, or otherwise. Approach a trusted friend, family member, coworker, or instructor. If you're a student, your school might also have a writing resource center you can reach out to. You might also consider forming a writing group or joining a writing class. Find writing courses online, at your local community college, or at independent writing workshops in your city. 5. Think about structure. Grammar and spelling keep your writing consistent and legible, but structure ensures the big ideas get across to the reader. In many cases, forming an outline will help solidify structure. An outline can clarify what you're hoping to convey in each section, enable you to visualize the flow of your piece, and surface parts that require more research or thought. Structure might look different depending on what you're writing. An essay typically has an introduction, body paragraphs, and a conclusion. A fiction piece might follow the six-stage plot structure: exposition, rising action, climax, falling action, resolution, and denouement. Choose what's best for your purposes. 6. Write. Like many skills, one of the best ways to improve your writing is to practice. Here are a few ways you can get started: Start a journal or a blog. Join a class or writing workshop. Practice free writing. Write letters to friends or family. Put together an opinion piece for your local newspaper or publication you like. 7. Know some common fixes. Even if a text is grammatically correct, you may be able to make it more dynamic and interesting with some polish. Here are some common ways you can sharpen your writing: Choose strong verbs (for example, sprinted, dashed, or bolted instead of ran). Avoid passive voice. Vary sentence length. Cut unnecessary words. Replace clichés with original phrasing. How to show your writing skills in a job search Your writing skills will shine throughout the job search process, whether or not you intend to show them off. This is because job applications are largely written materials, including your cover letter, resume, and email communications. Use these opportunities to demonstrate your writing skills to prospective employers by submitting clear, accurate, and engaging materials. Additionally, if you have specialized expertise, such as experience with legal writing, medical writing, technical writing, or scientific writing, you can note that in a resume skills section and further detail that experience within your cover letter or during your interviews. Learn how to increase your writing skills on Coursera No matter your profession, writing effectively will enable you to communicate your ideas to the world. Through practice, exposure, and familiarizing yourself with basic rules, you'll be able to use your writing to say exactly what you want to say. If you're looking for a structured way to expand your writing skill set, explore writing courses on Coursera the first week is free. Give your team access to a catalog of 10,000+ engaging courses and hands-on Guided Projects to help them develop impactful skills. Learn more about Coursera for Business.

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