

Title:

How To Improve Your Lousy Writing Skills In The Workplace

Word Count:

1480

Summary:

This article provides fail-safe strategies to help refine your writing and help you to communicate effectively.

Keywords:

writing, freelance writing, business writing, grammar

Article Body:

If there's one important reason why you need to write effectively in the workplace, it is this:

Have you ever read a poorly-written document that made you lose interest right away? It was so boring that you couldn't finish it.

What impression does your writing leave on your boss, clients, or co-workers? Does your writing make them feel like they're talking to a wall?

Whatever type of writing you do in the workplace, always know this reality: readers believe that you know what you're doing.

This article provides fail-safe strategies to help refine your writing and help you to communicate effectively.

AIM! FIRE! FIRE!

To become a superb writer, your first task is to establish your aim.

Yiddish novelist, dramatist and essayist, Sholem Asch, once said, "Writing comes more easily if you know what you want to say."

What message do you want to convey with your writing?

To establish your aim, ask yourself:

- 1) "Why am I writing this document?"
- 2) "What do I want to communicate?"
- 3) "Do I want to inform, educate, report, persuade, challenge, or entertain?"

Developing your aim will help you to adopt the best writing style for your reader. For example, if you're writing a report, you'll want to be clear and concise.

CONNECT WITH YOUR READERS

To write effectively, you need to connect strongly with your readers. Ask yourself:

- 1) "For whom am I writing this? Will I be writing for colleagues, my supervisor, my team of employees, or the general public?"
- 2) "How much information do my readers need?"
- 3) "How familiar are my readers with the topic?"
- 4) "How much time do my readers have? Would my readers prefer a short, succinct presentation or a longer, more detailed one?"

Knowing your audience will allow you to write content in a way that appeals to your readers.

SHAPE YOUR DOCUMENT

You know your aim. You know the people who will likely read your document. Now plan your document's structure.

WRITE WHAT YOU KNOW BEST

At this stage, read over your outline and write the first draft. Establish the main idea of the

WORDY WEIGHT LOSS

If you have time, step away from the document. Come back to it later with a fresh mind. Now ad

The following sections address some of the most common writing problems. Use these tips to wri

I.) PUNCTUATION

a) Apostrophes

Do not use an apostrophe in the possessive form of *it*.

Incorrect: Our department submitted *it's* reports for 2005 last week.

Correct: Our department submitted *its* reports for 2005 last week.

Do not use apostrophes in the possessive forms *his*, *hers*, and *ours*.

Incorrect: The window office is *her's*.

Correct: The window office is *hers*.

Do not use apostrophes in plural nouns.

Incorrect: How many new computer *'s* are we getting?

Correct: How many new computers are we getting?

b) Commas

Do not connect two complete sentences with a comma.

Incorrect: The meeting was cancelled, I finished my work early.

Correct: The meeting was cancelled, so I finished my work early.

Correct: Since the meeting was cancelled, I finished my work early.

II.) MECHANICS

a) Split Infinitives

Do not insert words between *to* and the infinitive form of a verb.

Incorrect: I was told we needed to slightly tighten the deadline.

Correct: I was told we needed to tighten the deadline slightly.

III.) SPELLING

a) *A lot* is always two words.

Incorrect: I have alot of work to do.

Correct: I have a lot of work to do.

b) *To* is a function word often used before the infinitive form of a verb (to go).

c) *Too* is an adverb that means *excessively* (too difficult).

d) *Two* denotes the number 2.

Incorrect: This file cabinet is to heavy for me to move.

Correct: This file cabinet is too heavy for me to move.

e) ^There~ is an adverb indicating a place (over there).

f) ^Their~ is a possessive word that shows ownership (their computers).

g) ^They're~ is the contraction form of ^they are.~

Incorrect: There results for this quarter were excellent.

Correct: Their results for this quarter were excellent.

Incorrect: Their working very hard today.

Correct: They're working very hard today.

IV.) STYLE

a) Sentence Variety

To write more lively, vary sentence structure. Use alternate ways of beginning, and combine short

Before:

I organized the files for all the new accounts this week. Then I created a more efficient label

After:

This week I organized the files for the new accounts and created a more efficient color-coded

V.) ACTIVE VOICE vs. PASSIVE VOICE

The English language has two "voices": active voice (the subject performs an action); and passive

Examples:

PASSIVE: The recipe book is read by her.

ACTIVE: She reads the recipe book.

PASSIVE: The radio announcement should be listened to by everyone.

ACTIVE: Everyone should listen to the radio announcement.

PASSIVE: The photo is being taken by the photographer.

ACTIVE: The photographer is taking the photo.

HELPFUL RESOURCES

To learn more about fixing common writing mistakes, check out The Electronic Writing Course (

If you follow these guidelines, you'll stop yourself from writing lousy in the workplace. You

This is a demo version of txt2pdf v.10.1

Developed by SANFACE Software <http://www.sanface.com/>

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