

Principles of Good Writing

Managers and leaders must express their ideas clearly, concisely, and completely when speaking and writing. If your written messages aren't clear or lack important details, people will be confused and will not know how to respond. In addition, if your written messages are too lengthy, people simply don't read them. The process of good writing involves three basic steps – preparing, writing, and editing. Practicing the following 16 principles will help you be a more effective writer.

1. **Know your objective.** Think before you write. What's your goal? Make sure you fully understand the assignment. Are you writing a one-paragraph executive summary or a five-page report? Try answering this question: What specifically do I want the reader to know, think, or do?
2. **Make a list.** Write down the ideas or points you want to cover. Why? This helps you get started in identifying the key ideas you want to discuss. If you have trouble getting started, try discussing your ideas with someone else. "Kicking an idea around" often helps you clarify your objective and fine-tune what you are trying to accomplish.
3. **Organize your ideas.** Just as it's difficult to find what you want in a messy, disorganized desk drawer, it's hard to find important ideas in a poorly organized message. Here are a few ways you can organize your ideas:
 - Importance – Begin with the most important piece of information and then move on to the next most important.
 - Chronological order – Describe what happened first, second, third.
 - Problem-Solution – Define the problem, then describe possible alternatives or the solution you recommend.
 - Question-Answer – State a question and then provide your answer. Organize your ideas so the reader can easily follow your argument or the point you are trying to get across.
4. **Back it up.** Have an opinion but back it up – support with data. There are a number of ways you can support your ideas, including explanations, examples, facts, personal experiences, stories, statistics, and quotations. It's best to use a combination of approaches to develop and support your ideas.
5. **Separate main ideas.** Each paragraph should have one main point or idea captured in a topic sentence. The topic sentence is normally the first sentence in the paragraph. Each paragraph should be started by an indentation or by skipping a line.
6. **Use bullets or numbers.** If you are listing or discussing a number of items, use bullets or number your points like I have done in this paper. Here's an example of using bullets. Join the Business Club to:
 - Increase sales
 - Gain new marketing ideas
 - Make new friends
 - Give back to your profession
7. **Write complete sentences.** A sentence is about someone doing something – taking action. The someone may be a manager, employee, customer, etc. The "doing something – taking action" can include mental processes such as thinking, evaluating, and deciding, or physical actions such as writing and talking. A good rule to practice is to have subjects closely followed by their verbs.

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