



# 10 Tips to Improve YOUR WRITING

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- 1. Have a purpose and a plan.** If you are writing a business letter, a short story, or a comedy skit, your purpose and plan will vary. Know your purpose before you start and then create a plan to guide your writing.
- 2. Know your audience.** If you are writing a legal brief for court, your words will be dramatically different than if you are writing a children's story. Direct your writing at the people who will read it.
- 3. Write naturally.** Use words that feel right to you. Using complicated words or slang, or misusing words can and confuse the reader.
- 4. Use nouns and verbs!** Solid nouns and active verbs build the best sentences. Overusing adjectives and adverbs is a common mistake by beginning writers.
- 5. Do not overwrite.** With word processors and instant online blogs, it is too easy to write and keep writing. Avoid the trap of saying too much. It can turn off your readers.
- 6. Be clear.** Reread your work aloud. Does it make sense? Do you or others stumble over your words or question your ideas?
- 7. Revise and rewrite.** Always try to leave your writing and come back to it with fresh eyes. Good writers spend more time revising and rewriting than creating an original draft.
- 8. Check your spelling and grammar.** With the heavy use of text messaging today, it is easy to forget how to spell. Use spell-check and carefully proofread your work for grammar and punctuation.
- 9. Write what you love.** If you write about your interests and passions, you will produce material that shines with enthusiasm—and this captures readers.
- 10. Read good writing.** By reading works by strong writers (Harper Lee, John Steinbeck, etc.), you will learn more about good writing—and that is your goal, right?