



## POWER WRITING TIPS

Fall 2008 Issue



### Newsletter Spotlight



#### Organization

Time is valuable. Help your readers find information fast by organizing your message.

### Quotable Quote

*"Don't agonize. Organize."*

Florynce Kennedy

## Organize for Results

Six simple organizing tips can improve the productivity of your documents. These tips provide the following **benefits**:

- Getting and keeping the reader's attention
- Making information usable and easy to find
- Improving organization by categorizing
- Increasing clarity and conciseness

**Tip 1. Get to the point.** Frame the topic in the first three sentences to keep readers' attention and boost understanding.

**Tip 2. Limit each paragraph to one idea.** Keep the message clean and clear.

**Tip 3. Keep paragraphs to no more than ten typed lines.** If it gets longer, make a new paragraph—even if you are still discussing one topic.

**Tip 4. Aim for no more than 15 to 20 words per sentence.** This improves readability and keeps structure manageable.

**Tip 5. Guide readers with headings.** Categorize information with headings to improve organization and logic.

**Tip 6. Use bulleted or numbered lists to emphasize content details.** This makes complex material more readable and avoids dense paragraphing that impedes comprehension.

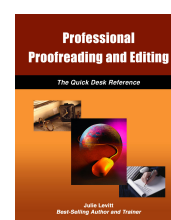
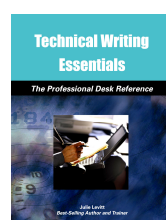
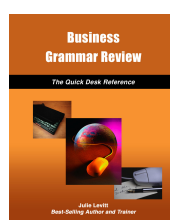
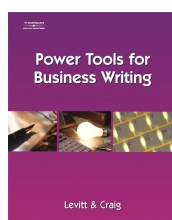
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