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FIVE COMMANDMENTS OF CLEAR COMMUNICATION

1. Find a Good Title

- Use your title to guide your writing
- Add subheadings as signposts for the reader to follow your logic

2. Lead from the Top

- The reader is looking for you to answer their question or share your decision right away

3. Choose the Best Words

- Watch out for government jargon and legalese
- Choose strong verbs

4. Write Short Sentences

- Aim for 20 - 25 words per sentence

5. Step Back and Read Aloud

- Sharpen your focus to understand the complex ideas you're writing about
- Listen to yourself — do you sound natural?

Questions? I'm happy to help at hello@stephaniecmitchell.com

