

**The Writer's House**

# Why is my workplace writing so problematic?



*Bad writing costs. Good writing pays.*



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### What you write time travels without you

- What you write will always be read in a different time and place from where you originally penned it.
- You cannot control your readers' physical, emotional or mental frame of mind at the time they choose to read your writing.



*If your message falls flat it is because you did not accurately assess your readers' needs.*

- The Writer's House

### Reading and writing are relationship driven

- The way you write will always have an effect on your readers.
- Readers need to feel that you are on their side supporting their interests and respecting their needs.



*No one can write decently who is distrustful of the reader's intelligence or whose attitude is patronizing.*

- E. B. White





## Writing is thought active

- The fact that you want to, or have to write about a topic means you must undergo a process that will give your thoughts shape out of a range of possible alternatives you could have chosen.
- Even emails need planning and revision to ensure clarity and accuracy.

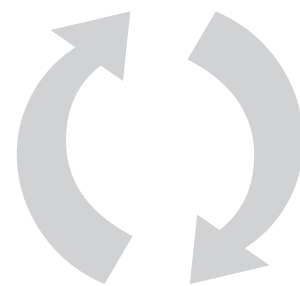


*Successful written texts don't emerge spontaneously, they require preparation and revision.*

- The Writer's House

## All effective writing progresses through three interconnected stages

- Planning (1st ) and Editing (3rd ) should take 85% of your time.
- Drafting (2nd) must be thought of as the bridge you cross between the two.
- Keep in mind that writing is **not** an innate skill. Unlike speaking, the skill of writing is acquired through conscious and persistent effort.



*It is perfectly okay to write garbage—as long as you edit brilliantly.*

- C. J. Cherryh

