

# Career Headlines



## Anyone Can Write

Many strategies and skills can help you become a better writer, but if you follow four basic guidelines, you're guaranteed to write more effectively. The four are easy to remember:

**Guideline 1 - Purpose.** Be clear on the major purpose of each of your paragraphs. Revise and revise until you can state the purpose simply and clearly. See the underlined purpose in the paragraph below.

In my job as a child care worker, I assist the children with their arts and crafts activities. Two of the children, Eliza and Mark, frequently become emotional when their craft doesn't look the way they want and they give up. Ms. Watson, the lead teacher asked me to observe the children carefully and suggest what will encourage them to finish their craft.



**Guideline 2 - Intended audience.** Know who will read the document and write to their level of understanding. In the paragraph above, child care teachers and other child care workers will read your suggestions.

**Guideline 3 - Clarity and coherence.** To make clear and logical points, write simply and avoid extra words that aren't needed for the meaning of a sentence. Focus your writing on the central purpose. See the underline below that speaks to the purpose of the paragraph.

Eliza and Mark appear to be perfectionists who don't like to make mistakes. I note that they think about their craft for several minutes before starting to work. Therefore, many of the other children finish their craft faster, which makes Eliza and Mark feel they are too slow. They are prone to crying. I suggest that I, or another child care assistant, review the craft pieces with Eliza and Mark before they start gluing and pasting, so the craft is easier to finish in time.

**Guideline 4 - Revise and edit.** Good writing is not something that happens with the first draft. Experienced writers value quality over speed. They spend more time revising and editing than inexperienced writers. A document is considered well written when the reader is not distracted by sloppy language, misspelled words, typos, and incorrect grammar. The child care worker's document has been revised and edited to reflect good writing.

**Action:** For the example below, write a paragraph to Mr. Oerbeck. Underline the sentence that clearly and logically clarifies and expands the purpose.

Mr. Oerbeck's snow blower is due for delivery in three days, but it has not arrived at your store yet. A big snow storm is expected next week, and you must explain to this customer why the blower may not arrive before the storm.

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