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[illegible]

an outline that to write an entire report or similar only to find out key information was missing. Outlining skills can also be used to map out a non-writing project ahead of time or plan a process, which can be especially helpful if you're delegating to or collaborating with others. Grammar and Clarity Grammar is the set of rules governing language use. It's what guides everyone to communicate in a similar way and, as a result, understand each other more easily. There are many rules of English grammar, and you should definitely know the basic ones. But unless you're a writer or editor, knowing the obscure little quirks of grammar usually isn't necessary. What is necessary is knowing how to construct a clear, concise sentence. The most important grammar rules to know are the ones that help you write clearly and avoid common mistakes. The most common mistakes are missing punctuation, missing subjects, missing verbs, and missing objects. Missing punctuation can make a sentence unclear or even change its meaning. Missing subjects or verbs can make a sentence incomplete. Missing objects can make a sentence unclear. To avoid these mistakes, always use proper punctuation, and make sure every sentence has a subject, a verb, and an object. Writing, checking for any misspellings, grammar mistakes, or typos. In other cases, you might be tweaking sentences or paragraphs to flow better or reflect a certain tone. Strong editing skills can be useful in a wide range of professional situations—from looking over a report or presentation for a teammate to spotting an error in an email you're about to send the entire company. Communication Skills Even if writing isn't a core part of your job, you'll likely use it to communicate in the workplace. This might mean composing an email, messaging someone on Slack or Teams, giving feedback, creating a meeting agenda, or giving an update on a project. Being able to communicate clearly through writing will help your work go more smoothly, increase the chances you get what you want and need from others, prevent misunderstandings, and allow your colleagues to feel informed and included—ultimately strengthening your professional relationships. "Good writing can help you stand out and get ahead," Smith says. So how do you improve your writing skills? Here are a few tips: 1. Brush Up on Grammar Basics If you're already feeling your eyes glaze over, don't worry. Unless you're a writer, editor, or similar, you don't need to know whether it's who or whom or when to use an em dash vs. a semicolon (and to be honest, editors don't always know all these things). But you should know the basics: how to write in complete sentences rather than fragments or run-ons; how to use quotation marks and commas in typical scenarios; and when to use there, their, or their, to name a few. There are a number of free resources online you can use to brush up on your grammar skills or answer individual questions, such as Grammar Girl and the content many dictionaries put out. 2. Read Regularly Reading is one of the best ways to improve your writing skills. The more you read, the more you'll learn about how to write. Read a variety of materials, from news articles to fiction to nonfiction. Pay attention to how the authors use language, structure their arguments, and organize their information. 3. Write Regularly Writing is a skill that improves with practice. Set aside time each day to write, even if it's just for a few minutes. You can write about anything you like, from your day to date to your dreams. The more you write, the more comfortable you'll become with the process. 4. Get Feedback Feedback is essential for improving your writing. Ask a friend or colleague to read your writing and give you their thoughts. Be open to criticism, and use the feedback to make your writing better. 5. Use Writing Tools There are many tools available to help you write better. Grammar checkers like Grammarly can help you catch grammar mistakes. Style guides like the Chicago Manual of Style can help you learn about proper punctuation and formatting. Writing prompts can help you get started when you're feeling stuck. 6. Practice, Practice, Practice Writing is a skill that takes time to develop. Don't get discouraged if you don't see immediate results. Keep practicing, and you'll eventually see improvement. 7. Be Patient Writing is a journey, not a destination. Don't expect to become a professional writer overnight. Focus on improving your skills little by little, and you'll be a better writer in no time.

2. Read (and Study) the Type of Writing You Want to Improve One of the best ways to improve your own writing is to read a lot. Note what writing resonates for you and look at that writing closely to see how it's put together. Is it using a lot of technical words? Is the tone conversational or more serious? Does the writer use a lot of short sentences, mostly longer sentences, or a mix of both? Reading of any type can help you get a sense of the different ways all the elements of writing can combine effectively. But it can be particularly helpful to focus on the same types of writing you want to improve. Reading Shakespeare is great if you enjoy it, but it's unlikely to improve your emails. If you want to level up your marketing copy, technical reports, or written sales pitches, those are the types of writing you should be studying most closely. 3. Pick the Right Format for the Situation You have to quickly update your boss on what you've done in the last week. What's the best way to do it? Are you going to open up a new Google doc and write a five-page report covering every detail? Probably not. You're likely going to type up an email with a few short paragraphs or bullet points that hit the key points in a way your boss can read quickly. On the other hand, if you're detailing the findings of weeks of research, that five-page report might be necessary for your immediate supervisor or a teammate who needs to know about your process. But if you're sharing those results with another department, it might make more sense to convey only the key takeaways or add them to a PowerPoint presentation with a few slides. The appropriate tone and format for your writing will depend on the situation. 4. Outline Before You Write Especially when you're writing something longer or particularly important, outlining beforehand can lead to a stronger finished product and make the process smoother. The best way to outline will depend on your personal preferences and what you're writing. In most cases, you'll want to divide your outline into sections (whether those sections indicate chapters, paragraphs, slides, or anything else) and note what the purpose of each section is. Why is it being included and what question is this section answering for your reader? Once you know that, you can quickly note what information needs to go in this section of your piece. As you're outlining, check that the order of your sections makes sense. Would someone need a bit of info or context currently slated for a later section to understand what you're saying here? Move that info or section up in your outline. If you have a number of points you'd like to hit but don't know in what order or how they go together, an outline can be even more helpful. Write out each key point in a way that's easy to move around—for example, a bulleted list in a Word or Google doc or even individual index cards—and start rearranging them until they flow in a way that makes sense. 5. Write Clearly and Concisely One of the most important rules of writing is to be clear and concise. This means using simple words and sentences that are easy to understand. Avoid using jargon or technical terms unless you're sure your reader will understand them. Use active voice instead of passive voice. For example, "I wrote the report" is better than "The report was written by me." 6. Use Proper Punctuation Proper punctuation is essential for clear communication. Make sure you're using commas, periods, and other punctuation marks correctly. 7. Edit Your Work Before Sending It Out Always take time to edit your work before sending it out. Check for grammar mistakes, spelling errors, and typos. Make sure your sentences are clear and concise. 8. Get Feedback from Others If you're unsure about your writing, ask someone else to read it. They might be able to catch mistakes you missed or give you suggestions for how to improve it. 9. Practice, Practice, Practice Writing is a skill that takes time to develop. Don't get discouraged if you don't see immediate results. Keep practicing, and you'll eventually see improvement. 10. Be Patient Writing is a journey, not a destination. Don't expect to become a professional writer overnight. Focus on improving your skills little by little, and you'll be a better writer in no time.

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1. Write Clearly

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