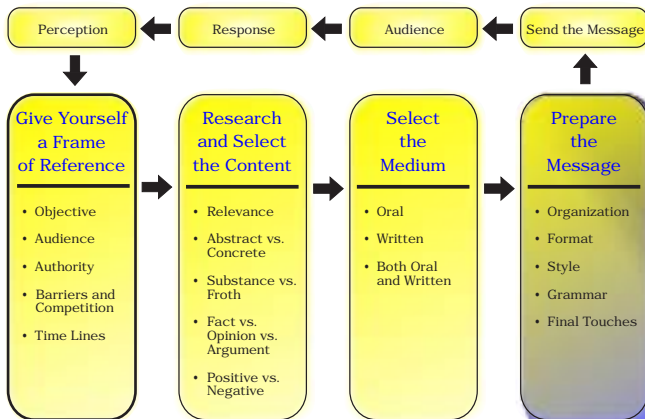


# Writing for Results

A Step-by-Step Model for Executive Documents



## Prepare the Message

- Organization
- Format
- Style
- Grammar
- Final Touches

You write with ease to show your breeding,  
but easy writing's curst hard reading.

Richard Brinsley Sheridan

# CONTENTS

## Introduction

## Organization and First Draft: You Need a Blueprint

Approaches to the First Draft

Principles of Organization

Grouping Scheme: Sample Message on Sports

Grouping Scheme: Sample Message on Threats to Forests

Grouping Scheme Overlays

Sequencing: Sample Message on Threats to Forests

## Format: Make the Organization Structure Visible

Layout: Make it Physically Easy to Read

Briefing Notes and Briefing Books on Issues

Briefing Books for Meetings, Events and Trips

Memos to the Minister

Memos to the Deputy Minister

How to Fix a Four-Page Memo

Letters

Word Processing Templates

## Style: Showing Off? Or Getting Down to Business?

Short Words

Bring Verbs to Life

How to Fix a Sentence

Acronyms

## English Usage: Fining Tuning

Relative Clauses

Commonly Misused Words

Capital Letters

## Finalize the Message

Cooling Off and Review

Executive Documents Tracking System

Follow-Up

# INTRODUCTION

For some, it can be overwhelming to sit down and face a blank piece of paper. Others find they can start to write with ease. Either way, it can be helpful to break the writing process down into manageable tasks. Those tasks are:

- organize the content and write a first draft;
- select or design a format and blend it with the text;
- edit the style;
- edit the grammar; and
- apply final touches to the document before sending it on its way.

The balance of *Writing for Results* examines those tasks in detail.