

WRITING CHECKLIST

Whether writing is not your forte or you just need some helpful reminders - this little checklist is for you. You don't have to be a grammar guru or a great speller to be able to write you just need to have an idea. The more you practice the easier it will be!

BEFORE YOU START

- Start with a template or format. It is much easier to start with meaningful headings and useful layout than try to retrofit it later.
- Create a plan. To ensure you have the right structure write sketch out a plan of what you want to cover. Does it flow? Is there an obvious start, middle and end?
- Keep it consistent. Does your organisation have a written style guide? Make sure you are familiar with it before you start.
- Know your audience. Before you begin writing know who you are writing for. What is their style? What language do they use? What do they need to know?
- Start with the end in mind. The way you write for a website or social media platform is different from writing a Ministerial Brief or Technical Report.

AS YOUR WRITING

- Don't get off track. Keep going back to the title, question or task.
- Be clear. Don't write in a way that is so fluffy, technical or jargonistic that your audience can understand the point you are trying to make. Remember, you need to write clearly and succinctly to capture your audience's attention regardless of the product.
- Visual content. Have you broken up the content with simple graphs, tables, charts or images? Visual content can be just as effectively communicate a message.

REVIEW AND EDITING

- Proofread, proofread, proofread. Print your text out. Read it aloud. Once you've reviewed it, let another person look it over. Avoid being your own proofreader. Your eye will skip over the mistakes.
- Check your spelling and grammar. Run a spell check or use a tool like [Grammarly!](#)
- Too many words? Do a 'find' for that, this, and which. These can be filler words which often can be removed to shorten sentences or reduce your word count.
- Don't overthink it. If you find yourself obsessing over every sentence, mulling on each word. It might be a sign your done. Press send.

Now stop procrastinating and get writing!