Clear Writing Tips

a. Write directly to your readers.

b. When centering information that takes more than one line
   • left side justify
   • increase the margins on both sides

c. How you design and format your document is just as important
   as your message.

d. Keep your background clean.

e. Use words that are easy to understand.

f. Use sentences that are easy to read.

g. Put important information first.

h. Help your reader access information easily by using bullets.

i. Bold or underline, never do both.

j. Write information in the order you want things carried out.

k. Use graphics to make the message clearer.

l. Use white space wisely.

Be clear. We’ll show you how. www.learningnetworks.ca