



Learning Networks
of Ontario

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.