



## 10 Tips for Better Writing

1. **All numbers below 10 should be written out in full.** All numbers 10 and higher can be written out numerically. Try to avoid starting a sentence with a number, but if it is unavoidable, spell it out in full regardless of if it falls below 10.
2. **Common spelling mistakes should be avoided** such as: alot (a lot), their, they're and there (used appropriately), and finally Sargent (Sergeant). Actively use not only spell check in English, Canadian, but the Oxford dictionary as well. Remember to check your language setting to make sure they are Canadian.
3. **Avoid run-on sentences.** If a sentence exceeds 20 words, see if it can be split into two thoughts. (I.e. Jack loved to go to his parade nights at his squadron where he could teach all sort of classes and he also likes to do uniform maintenance at home. **INSTEAD:** Jack loved to go to his parade nights at his Squadron. He taught all sorts of classes. To prepare for parade nights, Jack loved to do uniform maintenance at home.)
4. **Keep the tense the same.** Do no jump from past tense to present to future in the same paragraph.
5. When writing posters, **keep the information short!** Too much text will be ineffective.
6. **Think of your audience.** What would you want to know if you were them?
7. **Avoid using jargon.** The average Joe doesn't understand what CIC, IACE, GPS or SQN means so make sure you write everything in full the first time.
8. **Avoid using punctuation too much.** Too many commas or too many exclamation marks can be distracting, unprofessional and may take away from your actual message. One exclamation mark is enough, leave three exclamation marks for the kiddies.
9. **Do not write in all CAPS.** Writing your text in all caps can be misconstrued as aggressive, angry and reads as though someone is yelling, even if that is not your intent. (I.e. WE SPECIALIZE IN PRECISION DRILL THROUGH DISCIPLINED ACTIONS AND INTENSE TRAINING.)
10. **Always write in a legible font.** Avoid using swirly fonts and cartoonish fonts. They do not come across as professional.