



Each week in the Communications Community email, I provide you with business communication articles, special discounts on products and special report offers.

Find the flaws in your drafts

Grammar mistakes and careless typos can lead your boss, coworkers and customers to question your intelligence. Don't let those minor errors destroy your credibility. Become your best critic. *Clearly see how to improve your writing by adopting these habits:*

- **Pause.** Before you review what you have written, take a break. Ideally you will have several days between when you write and when you review. If that's not possible, take a short break and change your view. *Example:* If you wrote the document on your desktop computer, print it out and sit in another room to review it.
- **Read** through it once without making any changes. If you want to note something so you won't forget it, write on another paper.
- **Strengthen** words. The next time through, carefully review each part of speech. Can your nouns be more specific? Your verbs more vivid? *Tip:* Try to replace each form of "to be," such as *is*, *are* and *was*. Are your adjectives and adverbs improving clarity?
- **Moderate** sentences. Divide long sentences to make them easier to read and understand. Use short sentences to emphasize points.
- **Listen.** After polishing the work, read the new draft aloud. That will tell you if the writing flows and if you have omitted any words.

— Adapted from "10 Steps for Editing Your Own Writing," Mark Nichol, **[MailScanner has detected a possible fraud attempt from "send.practicalbusinesstraining.com" claiming to be www.dailywritingtips.com.](#)**

Here's to your success!

A handwritten signature in cursive script that reads "Jaimy Ford". The ink is dark and the signature is written on a light background.

Jaimy Ford, Editor
jford@columbiabooks.com