

Discover the Magic





Delivering the message – telling it as it is

What do people want?

People want to hear the truth.

The truth will not be the truth until people believe you.

People can't believe you if they don't know what you're saying.

They can't know what you're saying if they don't listen to you.

They won't listen to you if you're not interesting.

You won't be interesting unless you say things imaginatively, originally, compellingly.

William Bernbach (1911 – 1982)

Don't put your message in a bottle.



IMAGINATIVE. ORIGINAL. COMPELLING.



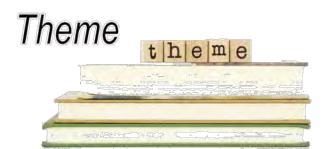
Building blocks of a clear, well constructed message



Organisation









Conventions



Sentence fluency





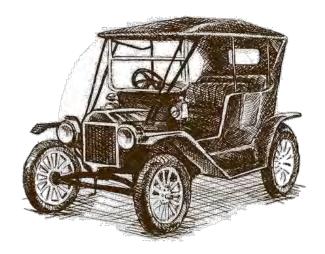


The writing is on the race track





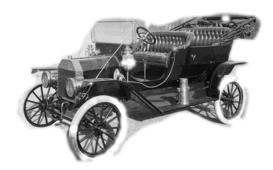
First gear



THEME	No main idea yet
ORGANISATION	Random thoughts
VOICE	Missing or inappropriate for the topic or audience
WORD CHOICE	Vague, confusing – clichés or first thoughts
SENTENCE FLUENCY	Many problems – challenging to untangle sentences
CONVENTIONS	Numerous errors – needs word-by-word editing



Second gear



THEME

Just coming together – still fuzzy

ORGANISATION

 Stereotyped and mechanical, confusing, hard to follow

VOICE

 Faint, hard to hear – does not fit the audience or purpose

WORD CHOICE

Vague, inaccurate, needing strong verbs

SENTENCE FLUENCY

Tough to read aloud, even with rehearsal

CONVENTIONS

 Strong moments are hard to spot – needs line-by-line editing



Third gear



THEME	 Not always clear – reader left with questions
ORGANISATION	 Sometimes confusing, formulaic, tough to follow
VOICE	 Functional and sincere, but not ready to share aloud
WORD CHOICE	 Vague language outweighs strong verbs, originality, precision
SENTENCE FLUENCY	 Choppiness, run-ons – rehearsal needed to read aloud
CONVENTIONS	Errors are slowing the reader down



Fourth gear



THEME	Clear, but still needs detail
ORGANISATION	Mostly on track, some aimless wandering
VOICE	Distinctive, with share-aloud moments
WORD CHOICE	 Strong verbs and original phrasing outweigh vague language
SENTENCE FLUENCY	Mostly smooth – some bumpy moments
CONVENTIONS	Many strengths, but still needs editing



Fifth gear



THEME	Clear and detailed
ORGANISATION	Works with the topic, purpose and audience
VOICE	Ready to share aloud
WORD CHOICE	Clear and original – filled with strong, lively verbs
SENTENCE FLUENCY	Smooth, easy to read, full of variety
CONVENTIONS	Mostly correct, needing minor touch-ups



Top gear



THEME	Clear, focused, detailed, interesting
ORGANISATION	A perfect fit with the topic, purpose and audience
VOICE	Lively, energetic – as individual as fingerprints
WORD CHOICE	Accurate, striking, original – sometimes quotable
SENTENCE FLUENCY	Smooth, easy to read with expression
CONVENTIONS	Correct and controlled – no editing needed





Theme

- It is easy to tell what my main theme is; you do not have to guess
- Details expand my main theme and add interest
- I avoid generalities and common knowledge
- I know my topic well you will learn something from my message







Organisation

- I stick to my topic. I do not wander down side roads
- My lead will hook you it sets up what follows
- The pattern fits, which makes my writing easy to follow, like a good road map
- Transitions build bridges between ideas
- My conclusion brings closure and leaves you thinking

Substance, meaning, ideas, expressive power – all-in-one structure







Voice

Hear the voice of the Bard!
Who present, past, and future, sees.

- William Blake

- This sounds like me it is distinctive and individual
- You will want to read my writing aloud to others
- I like this topic, and it shows!
- My writing is full of energy and life
- This voice is just right for my audience and purpose

His master's voice...







Word Choice

Elegant form and structure of words, syntax and their interrelation in sentences

- Every word I use makes sense
- The way I use words helps make meaning clear
- Strong verbs give my writing a boost of power
- Sensory words help my readers see, feel, hear, taste and smell things
- My writing is not cluttered whatever is not needed is thrown out



"He has never been known to use a word that might send a reader to the dictionary" – William Faulkner about Ernest Hemingway





Sentence Fluency

Location of ideas and placement of emphasis within a sentence. Systematic, orderly flow of sentences and phrases.

- My writing is smooth and natural easy to read and full of expression
- Sentences vary from short and snappy to long and graceful
- My sentence beginnings are varied and I avoid run-ons
- Where I use dialogue, it sounds like real people speaking







Language Conventions

Languages are governed by generally accepted rules of usage and practice

You will be able to say this about your work:

- You have to search with a very fine comb to find errors in my message
- I checked all conventions from top to bottom
- I read my message aloud and also silently to track down any errors
- This piece of writing is ready to publish without further editing





That fairy kind of writing that depends only on the force of imagination ...

John Dryden From *King Arthur*, 1691

