

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.



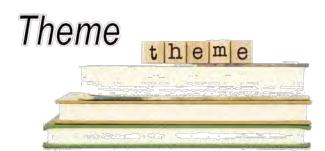
Building blocks of a clear, well constructed message



Organisation









Conventions



Sentence fluency







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 our 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





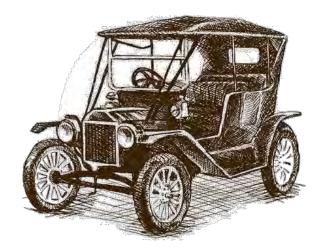


The writing is on the race track





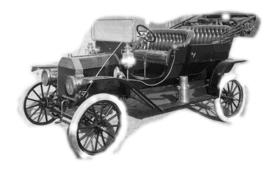
First gear



| 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 |
|---------------------|---|
| ORGANIZATION | 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 |
|---------------------|--|
| ORGANIZATION | 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 |



CONVENTIONS

Fifth gear



| THEME | Clear and detailed |
|---------------------|---|
| ORGANIZATION | 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 |
| | |

Mostly correct, needing minor touch-ups



Top gear



| THEME | Clear, focused, detailed, interesting |
|---------------------|--|
| ORGANIZATION | 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 |



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

John Dryden From *King Arthur*, 1691

