

Unread writing is pretty pointless. And nobody knows content better than the folks of **JD Supra**. So, with their help, here are **10 Rules for Writing to be Read** – by clients, prospects, general counsel and executives.



# 10 RULES FOR WRITING TO BE READ

- 1 **BE USEFUL.** Think, “What can the reader do with this information?”
- 2 **DON'T WRITE ABOUT THE LAW.** Write about how it affects your readers' business.
- 3 **TELL PEOPLE WHY TO CLICK YOUR TITLE** – not what they'll get if they do.
- 4 **IF TIME-SENSITIVE,** capture not just why, but why read this now.
- 5 **BREAK UP YOUR WRITING WITH CUES.** Let readers scan and determine relevance.
- 6 **USE PULL QUOTES,** subheads, images, charts as clues: this piece is written for me.
- 7 **INCLUDE 3 TO 5 ACTION ITEMS** – next steps to take right away.
- 8 **YOUR FORMULA:** 1. “This happened.” 2. “Here's how it impacts you” 3. Now do this...”
- 9 **CAPTURE RISKS AND UNKNOWNNS.** Help your readers understand broader implications.
- 10 **TRY TO PREDICT THE FUTURE.**

# Rules For Writers

**Diana Hacker**



## **Rules For Writers:**

Rules for Writers Diana Hacker, Nancy Sommers, 2011-09-16 A writing handbook that provides rules guidance tutorials and exercises on the writing process document design clarity grammar punctuation mechanics argument and research

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**10 Rules of Writing** Elmore Leonard, 2012-02-16 The classic must have guide for every aspiring or successful writer from one of America's most respected authors These are rules I've picked up along the way to help me remain invisible when I'm writing a book to help me show rather than tell what's taking place in the story Elmore Leonard For aspiring writers and lovers of the written word this concise guide breaks down the writing process with simplicity and clarity From adjectives and exclamation points to dialect and what he calls hooptedoodle Elmore Leonard explains what to avoid what to aspire to and what to do when it sounds like writing rewrite Beautifully designed filled with free flowing elegant illustrations and specially priced ELMORE LEONARD'S 10 RULES OF WRITING is the perfect writer's and reader's guide *Research Methods for*

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*Politics and the English Language* George Orwell,2025 In *Politics and the English Language* George Orwell dissects the decay of language and its insidious link to political manipulation With sharp analysis and clear examples he exposes how vague pretentious and misleading language is used to obscure truth and control thought More than a critique this essay is a call to clarity urging writers to resist jargon and dishonesty in favor of precision and honesty A timeless and essential read Orwell's insights remain as relevant today as when they were first written GEORGE ORWELL was born in India in 1903 and passed away in London in 1950 As a journalist critic and author he was a sharp commentator on his era and its political conditions and consequences

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