**LWD 2019-6-5**

**How to make your writing more reader-friendly:**

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| **MEMORANDUM**  DATE: July 7th, 2018 TO: Juliet, Project Manager  FROM: Tom, the mouse  SUBJECT: Progress report on mouse trap designing  **INTRODUCTORY SUMMARY**  This one paragraph must state three things:   * What prompts your writing this report * What main parts are included * What are your main ideas, conclusion…   **HEADING 2**  Imagine your passage as a plant, leave enough space between lines and paragraphs to ventilate, let fresh air travels in and out.  **Subheading Subheading 1**  Imagine your passage as a plant, leave enough space between lines and paragraphs to ventilate, let fresh air travels in and out.   1. DFSDFSFSF 2. FSDFSFSDFDGDF   **Subheading Subheading 2**  Imagine your passage as a plant, leave enough space between lines and paragraphs to ventilate, let fresh air travels in and out.   * ERTRETE * GDFGDGDGD * GDGDSGDGDSGDSG   **HEADING 3**  Imagine your passage as a plant, leave enough space between lines and paragraphs to ventilate, let fresh air travels in and out.  **CONCLUSION**  Imagine your passage as a plant, leave enough space between lines and paragraphs to ventilate, let fresh air travels in and out. | 1. Follow a commonly accepted format:   Memo report, letter report …   1. Generous paragraphs, do not just use three. The more the better 2. Use logical hierarchical headings:  * Capitalize every letter, or only the initials of every word * Boldface all words or not * Word sizes differ  1. Use bulleted dots or numbers to list items whenever you have two or more to list 2. Leave enough blank space,  * Edges, double space * Imagine your passage as a plant, leave enough space between lines and paragraphs to ventilate, let fresh air travels in and out. |