

REMOTE WORK

The Remote Worker's Guide to Becoming a Better Writer

On a remote team, everyone is a writer. Here's how to do it well...



Illustration by Margarida Mouta

When you work remotely, a few misplaced words can become an occupational hazard. Without the context of face-to-face cues and body language, every message, sentence, word, and punctuation mark becomes loaded with meaning. Opting for a period over an exclamation mark can be the difference between coming across as helpful or passive aggressive. A well-written request can be the difference between launching a project on time or getting bogged down in endless back-and-forths. Every word you type (or don't) is important in conveying your ideas and communicating effectively with your colleagues.

It's no wonder "be a strong writer" is one of the first pieces of advice people give to those seeking remote work. But no one ever says how to actually become one.

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Write Concisely

Get to the Point

Use the Rules of Storytelling

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