

# Read/Write Strategies

## Key words:

lists, notes, handouts, print, and text in all its formats and whether on screens or on paper.

## Description:

This preference uses the printed word as the most important way to convey and receive information.

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## People with a Read/Write preference prefer:

- to write and read. They like words that have interesting meanings and backgrounds.
- to use lists (a, b, c, d, and 1, 2, 3, 4) and to order things into categories.
- to arrange words into hierarchies and points; order and structure in anything presented
- extracting meanings from headings and titles
- correcting mistakes
- clarity in what has been written
- challenging rules and regulations because of their wording
- people who write or speak using challenging words

## To take in information:

- use lists (like this one!)
- use titles and headings that clearly explain what follows
- use bullet points and numbered paragraphs
- use dictionaries and glossaries, articles about trends in word usage
- spell-check; correct written language errors
- read handouts
- read books that are dense with text, essays, manuals, reading lists
- use definitions, constitutions, legal documents, minutes and rules
- write notes (often verbatim)
- get information from people who use words well and have lots of information in their sentences

- as you listen, sort out what they are saying into your own categories and lists

## To present information to others:

- Order things into priorities of importance, or categories, or schemas...
- Contribute in print to a variety of print media
- Rewrite any ideas and principles in your own words
- Be aware that others may not have a Read/Write preference like you, so respect their differences.

## In education:

- Convert your “notes” into a learnable package by reducing them from three pages down to one page.
- Write out the words again and again.
- Read your notes (silently) again and again.
- Do any “extra” suggested reading
- Organize any diagrams, graphs ... into statements, e.g. *“This graph shows that the trend is...”*
- Use a digital device to arrange your ideas and to “try” different words.
- Imagine your lists arranged in multiple choice questions and distinguish each from each.

## In the workplace:

- Use SWOT analyses showing **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats.
- Use Risk analyses
- Strategic and management plans e.g. management by objectives (MBO), especially written ones.
- Write out your words for others to read, use handouts, noticeboards, and post-its.
- Read carefully what others have written
- Watch and read new material appearing on noticeboards – in the workplace, office, and online.
- Have current business news running on your computer
- Quote from business magazines and journals
- Write lists of tasks and carefully record important print information.
- Find out the preferences of others and deliver in their preferred modes.

**Your Quote:** *“If it is not in print, it may not exist.”*

**Your Style:** You like this page because the emphasis is on words and it is arranged into lists. You believe the meanings are within the words, and that people need to be careful when using words.

**Your Leadership:** is based on bullet point listing of actions and a full description of outcomes. *“This document outlines our plans for implementing strategies that will achieve our objectives.”*

**Feedback:** is based on written comments and a table of figures showing detailed results.

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