7 Ways to Improve Your Writing and Communication Skills

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Writing with a purpose means that you need to make sure your writing communicates a

message. However, doing this effectively might mean taking a few extra steps as you write. In

this article, we will look at seven ways you can improve your writing and communication skills.



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# 1. Know Your Audience

The first thing that you need to know when you are writing or otherwise communicating is who

you’re interacting with. After all, this can change the way you talk.

For instance, if you are talking to an uneducated audience on the topic you are covering, you

would start with the basics. If you were writing for a more seasoned audience, you wouldn’t

waste your time explaining things they already know. It is why you see such a difference in the

language of an advanced textbook and a training manual, for example.

# 2. Be Empathetic with Your Audience

Remember, when you are communicating with an audience that you are

[communicating with other people](https://www.grammarly.com/blog/how-to-be-a-better-collaborator/). That means that these people have feelings and needs just like you do.

So, you should consider these when you are writing. For instance, if you were to respond to an email

from a colleague, you would try to be understanding of their side of the situation as well as

yours.

# 3. Create an Outline

[When you are writing creatively](https://www.grammarly.com/blog/common-synonyms/), you should create an outline before you start writing. This way,

when you are communicating information, you don’t skip any steps or jump over anything

significant.

Besides, it’s good practice to follow the steps of writing such as brainstorming ideas, creating an

outline, and then a draft of your work. This way, you are thinking critically about what you’re

writing every step of the way, leading to a better end product.

# 4. Identify Your Message

As you are planning your writing, make sure to define your central message to yourself. What

are you trying to get across? How are you going to do that?

Once you have that message, keep it in mind as you write. Then, go back through what you

wrote and recheck it. Did you stay on topic? If so, there’s a good chance your message got

across better.

# 5. Don’t Complicate Things

If you want as many people as possible to understand your writing, you should make sure to

use simple language. After all, the last thing you want is for your audience to have to reach for a

dictionary because you used a word that is more complicated than necessary.

It comes back to knowing your audience, though. Sometimes, it will be appropriate to use more

complicated language. For instance, you won’t need to simplify expression as much for college

students or professionals as you would for elementary school students.

# 6. Write Short Sentences

Like you should simplify your language, you should use short sentences as well. Following long

winding sentences can be complicated. Also, if you try to keep your sentences short, you won’t

be prone to grammatical errors like run-on sentences.

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# 7. Have Someone Else Proofread

For writing, a few things can be as helpful as[having a professional paper writer proofread your work](https://essaypro.com/custom-essay-writers.html). When

they look at your job, they see it with fresh eyes. They haven’t read it over a hundred times, and

they don’t have the thought process you had when you were writing it. Because of this, they will

notice any logical gaps or deviations from the message you were trying to get across.

# Conclusion

Writing and communicating isn’t inherently difficult. All you need to do is think about what you

want to say and take careful steps to ensure that you mention it correctly. You can even ask for

help to make sure you say what you mean.