

7 STEPS TO WRITING FOR READABILITY

Readability is important as most readers are easily distracted and impatient. Checkout the steps to improve readability published by Dragonfly Editorial.

STEP 1:

Establish baseline readability

Try to run [readability statistics](#) in Microsoft Word

STEP 2:

Make organization crystal clear

Clear, descriptive headline, informational subhead

STEP 3:

Choose simple words

Avoid long, complicated words

STEP 4:

Streamline sentences

Avoid longwinded sentences

STEP 5:

Assess voice

Appropriate voice

STEP 6:

Pare down paragraphs

Appropriate length, present one key idea

STEP 7:

See how you have improved!

Run readability statistics again

To read further, click [\[HERE\]](#)