



Nelson Communications

Writing Effective Procedures

AGENDA

Defining Your Purpose & Analyzing Your Audience

- Determine the subject of the procedure
- Do an audience profile

Generating Material

- Determine what information to include

Organizing Material Effectively

- Select an organizational pattern
- Use steps to present instructions

Using Concise, Direct, Unambiguous Language

- Write in the active voice
- Use the imperative mode
- Eliminate unnecessary words

Editing for Accuracy

- Test your draft and make any necessary changes

Nelson Communications
707-938-2287
bnelcom@comcast.net
www.nelson.net