

Techniques of readable writing

Education



**ASSIGN
BUSTER**

Techniques of Readable Writing Readable writing entails clear expression of the information so that the reader can be in a position to read the already authenticated information. Such writing is clear, utilizing the complexly packed information. Initially, one has to study the audience characteristics so that the expressive language can be clear. In effective writing, an effective paragraph should contain a topic sentence, supporting sentences and transitions words that make everything clear.

Supporting sentences act as the fundamental pillars for supporting the sentence explanation. In addition to that, transitions words such as in addition to, however or moreover act to bring unity and coherence in the flow of the work. There ought to be transition words between each sentence and between all the paragraphs such that there is a flow of the work and the reading process. There should be a backward and forward reference of the ideas in a paragraph. A topic sentence ushers in the discussion mood. All this description encapsulates the art of readable writing (Nelson, pg. 5).

Cited work

Sandra Nelson (2008), Business Report Writing