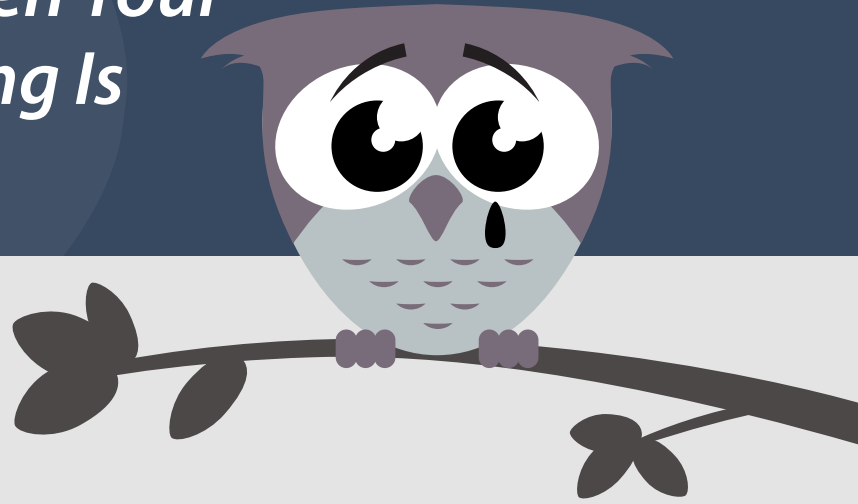


What Do You Do When Your Boss Says Your Writing Is Appalling?



- a. Cry
- b. Get mad
- c. Show your boss your poetry
- d. None of the above

Answer: d. None of the above. Try this instead:

1. Diagnose the Problem:

Find out what specifically your boss sees as the problem. There can be many problems, e.g. poor punctuation, atrocious spelling.

2. Fix the Engine:

Grammar is used to form sentences. Mechanics are the rules of written language.

(punctuation, and spelling) Explore the many online resources available.

For example: Grammar Girl [<https://www.quickanddirtytips.com/grammar-girl/>]
the Purdue Online Writing Lab [<https://owl.purdue.edu/>]
or Daily Grammar [<http://www.dailygrammar.com/>]

3. Fine Tune the Message:

Are your ideas clearly expressed? Before you write, ask yourself: What is my main message?

Am I sticking to it? Who is it for? Am I using words my audience will relate to?