

## Tips for Writing an Infolflip

Start by determining who your audience is, what they are likely to know already and under what circumstances will they be using the Infolflip.

### Some possible ways to organize information:

- from general to specific
- from specific to general
- from what the audience already knows to new information
- step by step
- from most important to least important

### Writing guidelines:

#### Cut out unnecessary words

Instead of:	Use:
with regard to	about
by means of	by
in the event that	if
until such time	until
during such time	while
in respect of	for
in view of the fact	because
on the part of	by
subsequent to	after
under the provisions of	under
with a view to	to
it would appear that	apparently
it is probable that	probably
notwithstanding the fact that	although
adequate number of	enough
excessive number of	number

#### Use plain words

Instead of	Use
accomplish	do
ascertain	find out
disseminate	send out, distribute
endeavor	try
expedite	hasten, speed up
facilitate	make easier, help
formulate	work out, devise, form
in lieu of	instead of
locality	place
optimum	best, greatest, most
strategize	plan
utilize	use

#### Use active sentences that start with verbs

Examples:

Instead of: *It is recommended that trenches that are two metres or deeper have support.* Use: *Support trenches two metres or deeper.*

Instead of: *The computer should be switched on.* Use: *Switch on the computer.*

*Open the valve. Press the emergency button. Tell your supervisor.*

#### Eliminate redundancy

Link to another page if the subject has already been covered.

Example: *Fill out an incident report (2).*

#### Be consistent

in capitalization and punctuation for bullets and headings

in abbreviations and spacing (e.g., 2m. / 2 metres / 2 m)

#### Use Lists

Keep lists parallel.

Use numbers instead of bullets only when describing step-by-step procedures.

Watch order of list items; put notes and warnings at the start of the instructions, or before the list item to which they refer.

If the list item is a full sentence, use appropriate punctuation.

#### Do a Test Run

Before submitting your text, get feedback from people who are likely to use the Infolflip.