

Voice and tone

Our content is:

- **Thoughtful, but not verbose:** Present the right amount of information in direct, confident, concise language. Take twice as long to create it so you have time to halve the word count in half.
- **Clever, but not boastful:** Create content that makes people smile, or think, or understand a complex idea in simple terms — but always from a place of humility.
- **Inclusive, but not oversimplified:** Use welcoming, inclusive language that steers clear of inside jokes, jargon and cultural references — but don't shy away from complex concepts or the occasional big word. Assume our readers are smart and good at what they do; they're coming to us to hone their skills.
- **Uplifting, but not grandiose:** Help Scout is a wonderful product, but we're not saving lives here. Use positive, uplifting language without sounding like a TV infomercial. Stay grounded.
- **Differentiated, but not disparaging:** Never speak negatively of another product or approach when trying to differentiate Help Scout. Our goal is to amplify the field of customer service and conversations within it, so we exist in a cooperative space before a competitive one.
- **Fun, but not silly:** We love to have fun and make people smile, but never in a way that undermines our core message. We make tools that solve real problems for growing businesses. That ability shouldn't be called into question by creating overly silly content.

Form And Style Guide

Rachel Sandford



Form And Style Guide:

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