

5 Tips For Good Reporting

1



Start with what is *important*

Reporting is not writing a scientific paper. Instead, steal from journalism. Start with what is most important.

2



Use *simple* language

You want to be understood. Make it easy for the reader to understand what we try to communicate. Above all, be clear, brief and concrete, use short sentences and avoid technical jargon and abbreviations. They will love you for it.

3



Use *change* language

Instead of describing an *action*, put the emphasis on the *change*. Describe what is *different* now, now how you got there.

4



Back it up with *evidence*

Prevent burnouts by stopping what you are doing and do something else. Create a different atmosphere, add some novelties in your daily routine.

5



Visualize data

Don't rely only on words. Visuals are powerful, because they involve our capacity to quickly process visual clues

How To Make Good Report

G Orfield



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