

A writing style guide for your workplace

Do you dream of a consistent approach to writing?

Now, with this basic guide, everyone can be on the same page.

Australian spelling



Can you ORGANIZE a meeting?

The CEO has a favor to ask.



Can you ORGANISE a meeting?

The CEO has a favour to ask.

Dates



February 21st 2022
21st of February 2022
21/02/22



21 February 2022

Time



9 o'clock
Nine o'clock

9.30AM
Half nine



9 am

9:30 am

Numbers <2



Only 1 person came to the meeting.



Only one person came to the meeting.

Numbers 2+



We invited four hundred and fifty people to the event.



We invited 450 people to the event.

Write in active voice



The email was sent this morning.

Fees will be avoided.



I sent the email this morning.

You won't pay any fees.

Keep sentences short



If you need more information or have any questions or concerns whatsoever, you please do not hesitate to contact our office for more details.



Please get in touch if you have any questions.

Limit clichés



Getting information from them is like pulling teeth.



It's difficult to get information from them.

Avoid workplace jargon



Thinking outside the paradigm, we need to green-field that project until we leverage a scalable, streamlined approach.



Let's pause the project until we improve our internal workflow.

Punctuate lightly



That's great news!! When can we start??

Please bring the following items to the training session:

- Pen;
- Laptop;
- Notebook; and
- A good attitude.



That's great news! When can we start?

Please bring the following items to the training session:

- Pen
- Laptop
- Notebook
- A good attitude

Use simple words



The project implementation will commence in a short period of time.



The project will begin soon.

Capitalise only when needed



This report covers our Strategy and Budget.



This report covers our strategy and budget.

Abbreviate clearly



The report is NQR.

The Australian Tax Office will collect your goods and services tax.



The report is not quite right.

The ATO will collect your GST.

Understand the ampersand



Our junior & senior staff enjoyed their M and Ms.



Our junior and senior staff enjoyed their M&Ms.

IMPORTANT: This guide follows the Australian Government Style Manual (2020)

Ready for a writing style guide that's tailored to your business? Get in touch.



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