

22-Point Business Writing Checklist



- ✓ The purpose is clear at the start
- ✓ Subject line/headline is clear and relevant to the topic
- ✓ Tone of voice matches the audience
- ✓ Tone of voice is consistent throughout
- ✓ Writing includes no business jargon
- ✓ Acronyms and new terms are clearly defined
- ✓ Writing uses active voice
- ✓ Vocabulary is simple
- ✓ Paragraphs are no more than three sentences
- ✓ Long passages of text are broken up
- ✓ Headings and subheadings introduce new sections/ideas
- ✓ Long lists are formatted as bullet points
- ✓ Instructions are broken down into clear steps
- ✓ Images, graphics, and screenshots are high-quality
- ✓ Images, graphics, and screenshots are relevant to the text
- ✓ Next steps and CTAs are clear and easy to understand
- ✓ CTAs include clickable links to the right destinations
- ✓ Contact information is correct
- ✓ Sources are cited
- ✓ Writing has a clear focus, relevant to the topic and audience
- ✓ Writing covers the main points we want to get across
- ✓ Writing is free of typos and errors in grammar, punctuation, spelling, and sentence structure

Business Writing

J Dewey



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