

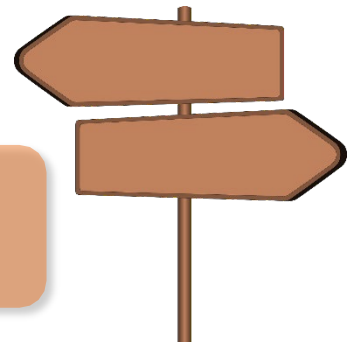
## Writing skills for guiding the reader

When writing texts, it is all about making your texts easy to follow for the reader. How does this work? Check it out with the help of the following tips.



The cleverest trick to guide the reader through your text is:

***“Imagine the reader knows nothing about the topic you are writing about.”***



Consequently, you need to plan your texts well, structure your ideas and explain your thoughts with the help of many examples.

### Golden rules for guiding the reader

#### It's all in the planning

- Rule no. 1**      **Plan your text.** Decide what to say **before** you start.
- You must think hard about what you are going to write about. If you don't, your ideas will not follow a clear structure.*
- Rule no. 2**      **Stick to your points.** Note down a plan of the points you want to write about.
- That way you can make sure that you don't leave out anything important.*
- Rule no. 3**      **Take notes.** But don't write full sentences – it's a waste of time.
- Spend five minutes planning every task.*

#### Take care when writing

- Rule no. 4**      **Help your reader understand.** Give a lot of details to make your points clear.
- Details include:
- facts (what, how and why?). Don't just write down what happens.
  - the points you want to make. Explaining means making sure your reader understands what your point and example **mean**.
  - evidence for each point you make to support your idea.
- Rule no. 5**      **Structure your text.** This is important so that the reader can follow your thoughts.
- Structuring your text includes:
- creating paragraphs for each new point
  - using linking words to connect your ideas