

The Proof Angel Summary of

Writing resources: March 2015

Common problems in report writing

If you think you know how to write a report, this post might be worth reading. It is not intended to show you how to do the job, but it shows how easy it is to mess it up. When you are reviewing your report, make sure you haven't fallen into any of [these common traps](#).

Telling a story with data

So you have some interesting data. You need to tell a story to get the message over to your audience. Sounds easy, doesn't it? Once you have a framework, the story can come alive more easily. [Try this approach](#).

Do you need that adverb?

I'm expecting some heckling on this one, because I know some of us are very attached to a helpful adverb. They have their place, but as [this post argues](#), it is important that they keep it.

Getting the most from copy and paste

Most of us don't even think about basic copying and pasting any more. My guess is that a good proportion of us are also happy with pasting formats in Word and Excel, or pasting formulae as values.

Did you know you can collect groups of text in Word and then paste it into another location? Find out [how to use the spike here](#).

Are you trying to sell your articles?

Then this list of [websites paying \\$100 per article](#) might be worth a try.



The Proof Angel is the trading name of Sarah Perkins, freelance editor and proofreader.

Some unfortunate publishing layouts

This post reminds us that it is important to do that one last check of [everything in its final position](#). Even if you are using a trusted template.

Perhaps I should say especially if you are using a trusted template, because that is the time we tend to assume all will be well.

A useful list of Word shortcuts

If you are into keyboard short cuts, [have a look at this list](#). Sometimes they sneak new ones on there. Sometimes your work changes, so your needs have changed since you looked last time.

Some tools for Twitter

If you want to get a tighter grip on your Twitter account, some of these may be useful. There are [57 Twitter tools](#) on the list, so there must be something for everyone there, even though the focus is on the needs of authors.

Links about writers

Here are some general writing tips:

- [11 Smart tips for brilliant writers.](#)
- [17 Writing secrets.](#)
- [5 Tips on perfecting the art of writing quickly.](#)
- [Beat the blank page blues.](#)
- [How to avoid a boring opening line.](#)
- And here is an [interview with Stephen King](#), entirely about opening lines.
- [7 "Tricks" to improve your writing overnight.](#)
- [317 Power words that'll instantly make you a better writer.](#)
- [Why is it so hard to catch your own typos.](#)

Why do you need a copy editor?

Some people these days think that editors are a thing of the past. With all the help you get with grammar and spelling from software like Word, why do you need to pay someone to look through your work?

Because there is a whole lot more to it, that's why. One author covers some of the ground in this post: [In praise of copy editors, publishing's unsung heroes.](#)

How to check you have written a persuasive report

If you need your readers to see your point of view quickly, you need to be very focussed in your writing.

When you have drafted that crucial report, it is very easy to be so pleased you have finished that you don't spend enough time on reviewing the piece.

This is a [useful check list](#) to use in your review process.

A collection of posts about blogging

Today, I've got a collection of posts aimed at bloggers:

- [How to find the best places to guest blog.](#)
- [3 secrets to writing blog posts that go viral.](#)
- [Using SEO myths to your advantage.](#)
- [Why you can't create epic content every single time, and what to do about it.](#)
- [How to be smart in a world of dumb bloggers.](#)
- [Let's make your article ideas not suck – right now.](#)
- [Blogging tools used by the pros.](#)

Telling a story for your business

These days, businesses need to get the message out there in different ways. One of the newer approaches is to tell the story of your product or event on social media.

Many of us struggle when we try to tell a story about something mundane. It may be really useful, but isn't it too ordinary for story telling?

No it isn't. You just need to approach it from a different angle. [Try this post.](#)

How to avoid boring your reader

Life is too short to read things just for the sake of it. If people don't read what you have written, then the effort you put in was a waste of time, unless it was entirely for your own benefit.

People read because they need information, or want to be entertained. If you can do both, that is ideal, but if you fail to do either, you will be ignored.

The key is to put yourself in your reader's shoes, & think about whether they need that point, that sentence, or that extra word.

That is a nice simple thing to remember, but it is harder to apply when you are focussing on writing your report or story.

This post explains how to [spot problems in a story](#), but the principles can be used for any piece.

Any non-fiction writers thinking that the item about not creating empathetic characters doesn't apply to them, beware. Take that as a reminder not to fill your work with how wonderful you are. If you really are, people will notice.