



Purpose:

The key objective of the Cheat Sheet is to identify your key challenges when writing. This way you can use this list to check your work in a systematic way before sending out emails or reports and ensure you reduce the number of this “silly and annoying” mistakes that you hate making.

Equally, by constantly reviewing these key areas, you start to become more aware of them and gradually eradicate them from your writing.

Instructions:

1. Identify your key writing errors
 - a. From feedback from your peers / manager / others
 - b. From identifying challenges, yourself
2. Write them in the list below and save them in the repository you started in the Introduction.

Cheat Sheet:

1. _____
2. _____
3. _____
4. _____
5. _____