



memo workbook

**Polished Reports, Powerful Impact:
The Art of Professional Writing.**

Cathy Harris

memo welcome



Hi There!

I believe that everyone can write clear and accurate reports, and I know I can help anyone improve their writing.

I have been working with medico-legal professionals for over four years and this, combined with my 12 years specialised English teaching, puts me in a great position help you.

This workbook accompanies the free webinar Polished Reports, Powerful Impact: The Art of Professional Writing. In here is everything covered in the free webinar and a little bit more.

Contact me to find out how the team at memo can help you with your proofing and writing needs - I know we can.

Cathy Harris

www.memoproofing.com

date formatting

The latest way to format the date



Write the date in DD MONTH YYYY format - do not use 'the' 'st/nd/rd' or 'th'. Write the day as two numbers, the month in letters and the year in four numbers.

23 May 2024

06 March 2013

In a sentence:

On 14 April 1999, Mr X was involved in a catastrophic incident.

common errors

Some of the most common errors I see and a quick guide to correct them

Titles

Despite what spellcheck says there is no need to put a full stop after a title.

COVID-19

This the correct way to write it. Capitals, hyphen, then the number.

Tenses

In English our verbs control the tense - check your verbs. Present tense for current report, past for previous.

Further/Farther

Further is an idea, farther relates to length.

Numbers

1-9 numerals, zero, ten and above in words.

AI invisible mistakes

Spell check doesn't catch everything - look out for things like put instead of out, in jury instead of injury.

Program/Programme

UK English is programme unless it is a computer program.

Names

Use find and replace to make sure you are correct - double/triple check with the client.

Underlining/ Double Spacing

Don't need it, don't do it. Use bold instead.

Hyphens instead of en-dashes

Hyphens connect words, en-dash is punctuation (similar usage to brackets). Hold alt and press 0150 to get an en dash.

Using Autocorrect to pre-store spellings

Go to File - Options - Proofing - Auto Correct Options - Enter the short cut and the correct spelling - Click okay to save - Click okay again. Now your shortcut is preloaded.

medical referencing

What you need to know



Definitions

If you decide a definition is needed to aid understanding there are certain websites I use for the most up to date and reliable references:

NHS

MEdpub

DON'T RELY ON GOOGLE.

When to capitalise a disease

The rule is capitalise a disease if it is named after someone.

Prader-Willi

Parkinsons

If not then it doesn't need a capital letter.

measles

Professional titles

Only capitalise if associated with a name.

Andrew Smith, Consultant Surgeon

No capital needed when it is the role

The physiotherapist reported.

Medicines

Only capitalise brand names

Nurofen needs a capital but ibuprofen does not.

If in doubt google it to check.

clarity

Simple tips to make sure your writing is as clear as day

- Keep all jargon to a minimum – if you have to use it , explain it in brackets after. But ask yourself does it need to be in.
- Use the active voice – make the subject of your sentence clear.
- Use bullet points to order and organise points.
- Break up text with tables to allow the eye to scan and skim to the relevant parts quickly.
- Read it aloud to yourself.
- Use a second pair of eyes.
- If you are confused as you are writing it – your reader will be – plan what you want to say first.
- Imagine explaining it to a child and work from there.
- Pre-empt questions, queries and possible misconceptions.
- Use short, simple sentences.
- Avoid judgemental language – “Sadly this couldn’t happen due to unforeseen circumstances.”
- State the facts, “The operation did not go ahead.”
- Start with the end in mind – what do they need to know and what do they need to understand as result of reading this document, does it do that job?
- Trim the fat – do they need to know it all? If yes, could it be put in an appendix?

formatting

Step by step guides for common problems – Click to be taken to the guide.

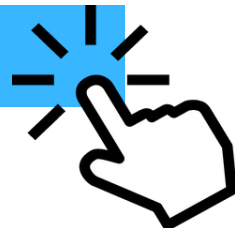


learn more



To see if we can work together to find a path that works for your unique situation, click on the button below for a free consultation.

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