**SCOUTS**®
Creating a Better World

# COMMUNICATIONS 101:
## TEN TIPS TO READABLE REPORTS

1. Be concise.

2. Keep sentences short, but bear in mind changes in pace will make your report more engaging and readable.

3. Avoid jargon. To quote Orwell:
   "Use an everyday English equivalent."

4. Avoid cliché.

5. Avoid fancy words – remember the report will be translated into other languages.

6. Use the active voice. It's not an academic paper.
   Scouting is about young people. Reports should reflect that.

7. Use data to support your points.

8. Use examples to illustrate your ideas.

9. Use your organisation's style guide or the WOSM Style Guide (English).

10. Always spell check.