

A-B-C Business Writing Checklist

A simple checklist for proofing your business writing

Customize the checklist to meet your needs, For example, if you know you often use "Your" when you mean "You're," add it to the list.

A – Accurate

Spelling	√	<i>Add your own common errors</i>	√
There versus their			
Affect versus effect			
It's versus its			
Lose versus loose			
Grammar	√	<i>Add your own common errors</i>	√
Verb tense (present/past/future)			
Pronoun use (e.g. vague use of "they")			
Punctuation	√	<i>Add your own common errors</i>	√
Periods/Commas/Semicolons			
Statistics			
Interpretation/numbers accurate?			

B – Brief

Excessive words	√	<i>Add your own common errors</i>	√
Cut excess (e.g., very, kind of, basically)			
Eliminate redundancies (e.g., sum total)			

C – Clear

Attention-grabbing headline		Point made in opening paragraph	
One idea per paragraph		Varied length of sentences	
Used subheadings/bullets		Explained technical terms/acronyms	
Avoid industry jargon		Minimize use of passive voice	