How to Write Clearly | Free guide

How to Write Clearly

Know your reader, keep it short and simple



Made for

You

Your workbook online, prompts for every task, and where to hand it in:

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Hello You

Namaste! You already write messages, answers and notes every day. In this small book you will learn to make them clear and easy to read - for school, home and everyday life in India.

How to use this workbook

- Work 15 minutes a day on paper in this workbook.
- Read the short lesson, then see the worked example.
- Do the tasks in order in the space given - a phone photo should show your work.
- Use the hint if stuck, and the stuck prompt if you want to ask an AI for help.

Your plan · about 60 minutes in all

Day	What	Minutes
1	Chapter 1: Who Are You Writing For?	15
2	Chapter 2: Short Sentences, Plain Words	15
3	Chapter 3: One Idea in One Paragraph	15
4	Chapter 4: Point, Reason, Example - Then Edit	15

Chapter 1

Who Are You Writing For?

Think of your reader first and choose words they understand.

When you write, first ask: who will read this? A friend, a teacher, or a shopkeeper needs different details.

A clear writer thinks about what the reader already knows and what they need to do next.

In India we write to many people every day - a note to mother, a message to a teacher, a leave letter. The reader decides how simple we should be.

Worked example: Same news, two readers

1. Reader: My neighbour, Mrs. Sharma, who wants to come to a bhajan evening.
2. Unclear version: The cultural programme will be effectuated in the community hall.
3. Clear version for her: Aunty, please come to the bhajan evening at our society hall on Sunday at 5 pm.

1.1 You want to tell about a school cricket match on Saturday. Write one line for your friend, and one line for your Principal.

Hint: Think about what each person needs to do after reading.

Stuck? Open task 1.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

1.2 Rewrite this for a 8-year-old cousin: Please attend the Independence Day function at our school ground at 8 am.

Hint: A young child needs names of things and what to do, not formal words.

Stuck? Open task 1.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

1.3 Think of someone you write to in your life. Write who they are and what they always need from your messages.

Hint: Pick someone you really write to in daily life.
Stuck? Open task 1.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

Check yourself: I can name my reader and what they need to know.

Chapter 2

Short Sentences, Plain Words

Write short sentences using plain everyday words.

Short sentences are easy to read. Try to keep most sentences under 12 to 15 words. One small thought, then full stop.

Plain words are everyday words. Use buy not purchase, start not commence, rain not inclement weather.

This is very useful in India for WhatsApp messages, notices, and school work where people are busy.

Worked example: Making a hard notice simple

1. Hard sentence: In pursuance of the prevailing inclement weather conditions, the commencement of the tuition classes stands deferred.
2. Step 1 - Find plain words: due to heavy rain, tuition classes will start late.
3. Step 2 - Make it short: Due to heavy rain, tuition will start late. It will start on Monday.

2.1 Break this into 2 short sentences and use plain words: I want to purchase a new school bag which is costing Rs. 800 in the market.

Hint: Break it into two parts and change purchase to buy.

Stuck? Open task 2.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

2.2 Make this shop notice plain and short in 2 lines: Customers are requested to utilise the rear entrance on account of renovation work and conveyance of goods.

Hint: Look for big words like utilise, availed, conveyance and make them small.

Stuck? Open task 2.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

2.3 Remember a long WhatsApp message you sent about daily life. Rewrite it here in 2-3 short, plain sentences.

Hint: Choose a message you sent that felt too long or confusing.

Stuck? Open task 2.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

Check yourself: I can make a long hard sentence short and plain.

Chapter 3

One Idea in One Paragraph

Keep one main idea in each paragraph.

A paragraph is a small group of lines. In clear writing, one paragraph = one idea.

If you change the idea, start a new paragraph. This helps the reader follow you, like compartments in a train.

For example, in a letter about a trip to Jaipur, keep food in one paragraph and train time in another paragraph.

Worked example: Sorting mixed ideas

1. Mixed paragraph: My school is near the bus stand. Diwali holidays start next week. My teacher is very kind.
2. Step 1 - Find the ideas: 1) school place, 2) holidays, 3) teacher.
3. Step 2 - Keep one: My school is near the bus stand. It is 10 minutes from my house in Pune. -> This paragraph is only about where the school is.

3.1 Read this paragraph and split it into 2 paragraphs: I like my tiffin of paratha and pickle. I finish my maths homework at 7 pm. My mother packs my tiffin at 7 am.

Hint: Ask: is this line about tiffin or about homework?

Stuck? Open task 3.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

3.2 Write two short paragraphs with a gap: first about Diwali or Pongal at your home, second about a game you play.

Hint: Festival and cricket are two different ideas, so leave a gap between them.

Stuck? Open task 3.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

3.3 Write about your own day in two paragraphs: one idea about morning studies, one idea about evening time with family or friends.

Hint: Pick two parts of your day that are very different.

Stuck? Open task 3.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

> **Check yourself:** I can keep only one idea in one paragraph.

Chapter 4

Point, Reason, Example - Then Edit

Use point-reason-example and edit to make it clear.

A simple structure helps you finish fast. Point: what you want to say. Reason: why it matters. Example: a small real detail.

After writing, edit with 3 checks: Is it for my reader? Are sentences short? Is there one idea only?

Even two minutes of editing makes a school answer or an application much clearer.

Worked example: Asking for a dustbin

1. Point: Our street park needs a dustbin.
2. Reason: People throw chips packets and tea cups on the ground.
3. Example + clean end: Yesterday I saw plastic near the swings. Please put one big dustbin near the gate.

4.1 Arrange these lines into point, reason, example order: Yesterday two children slipped near the tap. Our school water area is very wet. It needs a mat to stop slipping.

Hint: Copy the pattern: point first, then why, then what you saw.

Stuck? Open task 4.1 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

4.2 Edit and rewrite clearly: The canteen facility commences operations at an exceedingly delayed juncture which is a matter of great inconvenience for famished students who arrive punctually at 8 am in the morning.

Hint: Big words, long sentence, and spelling - find one of each.

Stuck? Open task 4.2 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

4.3 Choose a small problem at home or school. Write it in 3-4 lines using point, reason, example.

Hint: Choose a small problem you really care about.

Stuck? Open task 4.3 online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

Check yourself: I can write point-reason-example and check my work.

Final task

Put it all together

Final task Write a clear note of 2 short paragraphs to your teacher or warden: ask for one thing you need (books, bus time, clean water). First paragraph: your point, reason and example. Second paragraph: what you request them to do and when. Edit before you finish.

Hint: Remember: reader, short plain sentences, one paragraph for one idea, point-reason-example.
Stuck? Open task final online and copy the ready prompt into ChatGPT, Gemini, Claude or our AI teacher.

What next?

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