**direct approach.** A method for organizing information in which the topic is followed by descriptive details; it is a very readable format often used in business writing.

**editing.** A form of revision that is focused on sentence construction, wording, and clarity of ideas.

**formatting.** The placement and style of the type on the page.

**four C’s of communication.** Standards that apply to all writing processes that help to produce written work that achieves clear, concise, courteous, and correct communication.

**indirect approach.** A method for organizing information in which details come before the main idea of the paragraph; often useful when one must present bad news to the reader.

**layout.** The relationship of the text to white space.

**objectivity.** A point of view that is free of personal feelings, prejudices, or interpretations.

**outline.** A method of organizing information that helps clarify the relationship between ideas and sections of content; it helps to present the proper information and its sequence.

**plagiarism.** The illegal and unethical act of claiming somebody else’s material as your own.

**post-writing stage.** The final edit of the document; after its final revision, the document is carefully proofread to detect any remaining errors.

**prewriting stage.** The time before one begins writing used to think about the topic and purpose, plan content, and conduct the necessary research.

**primary readers.** Readers directly involved in the purpose for writing.

**proofreaders’ marks.** Specific symbols and notations universally used by writers and editors to note errors and changes.

**proofreading.** The process of checking the final copy for correct spelling, punctuation, and formatting and for typographical errors.

**published.** A document that has been made available to its receiver.

**publishing stage.** Printing the document and preparing it for submission.

**readability.** A measure of whether or not the document is easy to read.

**revising.** Rewriting paragraphs and sentences to improve organization and content; it involves checking the structure of the document as a whole.

**secondary readers.** Readers who need to know the communication took place.

**writer’s block.** A psychological condition that makes a writer feel unable to begin the writing tasks, therefore preventing a writer from proceeding with the writing process.

**writing process.** A set of sequential stages for each writing task that includes prewriting, writing, post writing, and publishing.

**writing stage.** Begun after the prewriting stage has been completed, it includes creating rough drafts, editing, and revising the piece.