

## Background

- ◆ Over 30 years experience writing for businesses of all sizes in many industries.
- ◆ Former Management Consultant who understands how business operates and speaks the language.
- ◆ MS Organization Behavior; American University, Washington D.C. and NTL Institute for Applied Behavioral Sciences, Alexandria, VA.
- ◆ MA, Human Development; The Fielding Institute, Santa Barbara, CA.
- ◆ BS, Business Administration; Thomas Edison College, Trenton, NJ.
- ◆ Author of "*The Instruction Writer's Guide: How to Explain How to Do Anything;*" "*Who's Afraid of the Big Bad Boss: How to Survive Thirteen Type of Dysfunctional, Disrespectful, Dishonest Little Dictators;*" and "*How to Market Your Book on the Internet for Free: A Guide for Non-Techies Like Me.*"



***Writing that  
gets results!***

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<http://www.wordedwrite.com>**

## **Why Hire a Writer?**

To save time.

To keep your emotions  
from interfering with  
your message.

To keep your readers from  
getting confused by too  
much or unnecessary  
information.

To get your ideas  
*Worded Write!*

## **What Do I Write?**

Letters  
Reports  
Memos  
Policies  
How-to...  
Brochures  
Procedures  
Presentations  
Announcements  
Product literature  
Web Site Content  
Publicity Releases  
Newsletter Articles  
Service descriptions

## **How Does It Work?**

1. Describe your project.
2. Obtain a flat-rate quote.
3. Sign an agreement.
4. Provide background:
  - ▣ documents
  - ▣ access to people
5. Critique a first draft.
6. Review a final draft.
7. Approve the final copy.

*It's that easy!*

## **How Long Does it Take?**

That depends on your availability  
to review a draft. My fastest  
turn-around time for a *first draft*  
of a small project can be as little  
as three hours.

## **Contact Information:**

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