

Report Writing Tips for Gambling Public Health Kaimahi

Report writing is a key skill for any public health worker. Writing is one of the main mechanisms by which we translate and describe our everyday life. From keeping a diary, to recording family history or sharing favourite recipes, the purpose of writing is the same, to share an event or thing with someone who wasn't there.

In your case this could be your manager asking you to describe what happened at Gamble Free Day or an update on key stakeholder engagement. The key to nailing writing is to just start, I know it sounds silly but the best tip for writing is to 'get it written before you get it right'.

Putting it off, or getting in a panic about how hard it will be, doesn't help anyone. Start writing about one regular event in your life per week. Keep a journal in your bag, who was there, what were they there for, what happened and why? If you have a recorder on your phone, use it to record your notes on what happened. It all helps.

As a guide, the basics of writing are

♦ Who ♦ What ♦ When ♦ Where ♦ Why

Good writing is clear. The effectiveness of a message is only as good as it is clear. If your reader is confused by the description, then what good is the piece of writing? Clear writing is also accessible writing—that is, the description is understandable to most readers.

Good writing is concise. It takes less processing power to understand a sentence with 10 words than one with 30 words. But concise doesn't mean "simplistic." It just means saying what you need to say **efficiently**.

Good writing is correct. Good mechanics (grammar, spelling, punctuation, capitals) make your writing easier to understand. Sentences that are properly punctuated are easier to read than those that are not. **Good spelling and grammar help gain a reader's trust.**

There are no shortcuts to becoming a better writer, time however is a great teacher to us all. Some say there is no such thing as good writing, only good re-writing. To keep things positive there are some quick fixes to get your writing confidence up. This website has some home-runs on how to write better.

[Link 1 Writing video](#)

With the digital age in full effect there are some great step by step guides on how to write online. Wikihow is a great site to learn and grow new skills on. This resource is aimed at the book writer but it is no different to the type of writing public health workers will do. Use these basic tips to get better at writing.

[Link 2 Writing video](#)

