

FOR MORE EFFECTIVE BUSINESS WRITING



APPLY THESE FOR MORE EFFECTIVE WRITING

SECRET 1: Know Thy Audience

- Put in the effort and do not skip this step!
- Context determines conventions & best practices (then you decide to conform or reject)
- If you have an audience, survey
 - SurveyMonkey.com
 - TypeForm.com
 - Google.com/forms
- If you don't have an audience: think, project, research
- Remember the right locational triggers during writing sessions

SECRET 2: Good Looks Will Get Your Further

- Remember the Physical Attractiveness Stereotype (& apply it to visuals)
- 3 Seconds is all you get + Confirmation Bias
- How your copy looks affects the perception of everything about you and your brand
 - no blobs
 - use bullets
 - selective bolding
 - think "scanning"





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SECRET 3: Get Personal (or at least allegorical)

- We are barraged by info all the time how do you stand out?
- Storytelling is the oldest form of human communication
- It helps our brains process and remember information
- Tell true stories from your life, your customers' experiences, things you heard in the news, etc.
 - "When I wrote my first book..."
 - "Last month, a client of mine discovered that..."
- Use metaphors, analogies, or fables to help connect your message to something easier to process and remember
 - David & Goliath
 - "Remember the kid from Home Alone? Well, that's just like..."

SECRET 4: be an O.G.

- There is literally no one else like you.
- Don't hide it.
- Stand out by standing out personality.
- Throw out writing conventions that don't suit your style or goals
- · Be polarizing







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SECRET 5: Use the light Triggers

- Can we fully separate emotion?
- Word choice to persuade
 - ravaging 'beast' vs. 'virus'
 - 'think' vs. 'feel'
- · Word choice for brand
 - bullet point vs. information point
 - what image do you want to paint?
- Focus on what the reader wants
 - Do not start with what's in it for you
 - 'features' vs. 'benefits'
 - The power of 'because' in asking a favor

SECRET 6: Think Unity

- Fundamental Attribution Error
- In-group Bias
- Show how you are "of us"
 - religion, politics, race/ethnicity
 - location, hometown, sports
 - college, fav. things, etc.
- Unity words
 - brotherhood, sisterhood
 - heritage, motherland
 - family, crew, team, club







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SECRET 7: Leverage Liking & Reciprocity

- The origin of reciprocity: evolutionary psychology
- We like people who give!
- Obligation to return the favor
 - restaurant waiters
 - giving a flower or sticker to a tourist, then asking for donation
- What to give:
 - true, genuine compliments
 - something meaningful, unexpected, and customized
 - what you said you would deliver
- In business
 - free lead magnet (downloadable checklist, ebook, video training, resource list, etc.)
 - forward an article or tool that made you think of the person
 - send an invite to an event or party
 - handwritten notes, holiday cards, birthday messages
 - share your best advice in blogs, podcasts, and videos
 - feature written testimonials that highlight your over-delivering
 - write a review for someone
 - like, comment on, and share others' social posts

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