# HOW TO GET PEOPLE TO READ WHAT YOU WRITE

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#### **OUR FOCUS TODAY**



- Writing effective headlines
- Leading with key messages
- Making your communications easier to digest

#### WHY DOES CONCISE WRITING MATTER?





## DIGITAL BATTLE FOR ATTENTION

- 9 seconds goldfish vs. 8 seconds people
- People scan webpages; the first 10 seconds on page are critical to keeping people on the page longer
- The headline sells the story



# WHAT MAKES AN EFFECTIVE HEADLINE?



#### **TWO TESTS**



- Does the reader know what this story is about?
- Does it answer the question: "Why does this matter?" or "What's in it for me?"

## **EFFECTIVE HEADLINE EXAMPLES**



Six essential U of T initiatives students should know about this year



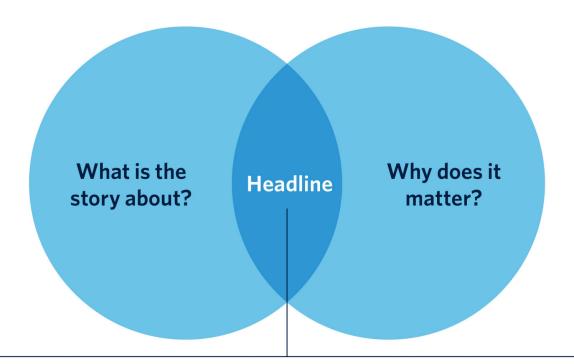
### **EFFECTIVE HEADLINE EXAMPLES**



'A good last hurrah': U of T student and her father ride nearly 900 km to Toronto – on a tandem bike



# HEADLINE LENGTH



- As short and snappy as possible
- Accurate

- On brand/right tone (no puns please)
- Simple words



### **MAXIMIZE HEADS AND SUBHEADS**





PEOPLE

# The Structurist celebrates major milestone

An internationally-renowned art journal published through the University of Saskatchewan (USask) is celebrating another major milestone.

### **MAXIMIZE HEADS AND SUBHEADS**





PEOPLE

# The Structurist <u>celebrates</u> major milestone

An internationally-renowned art journal published through the University of Saskatchewan (USask) is <u>celebrating</u> another major milestone.

#### WHAT IS THIS STORY ABOUT?



- You need to know before you can write a good headline
- If you don't know what the story is about, your reader won't either
- Importance of a clear, engaging introduction

#### **LEAD WITH KEY MESSAGES**



- What do I need to communicate? Why does it matter to my audience?
- What is the most interesting thing about this piece?

#### **LEAD WITH KEY MESSAGES**



# Aerial drones offer new perspective on resident killer whale behaviour

Scientists at the University of British Columbia are getting a rare glimpse into the underwater behaviour of northern and southern resident killer whales off the B.C. coast, with the help of aerial drones.

The unique footage, filmed in collaboration with the Hakai Institute, will help researchers determine if endangered southern residents are getting enough of their preferred prey, Chinook salmon, to meet their nutritional needs. The insights will inform conservation and recovery efforts for the population that has dwindled to under 75 individuals.

What it's about

Why it matters

#### **LEAD WITH KEY MESSAGES**



What's the one thing you want the reader to remember? **Helpful details** Elaborate once you've caught their attention

#### **MAKE IT EASY TO DIGEST**



#### Which would you rather read?

#### **Essential UofT initiatives students should know about**

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#### Six essential UofT initiatives students should know about

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#### **5 TIPS TO REMEMBER**



- 1. Give people a reason to read: What is the story about? Why does it matter?
- 2. Make the most of headlines/subheadlines
- 3. Lead with your key message
- 4. Make it digestible: break up text, use subheads, listicles
- 5. Less is more: cut words, cut length

#### WRITE LESS. GET READ MORE.







## **QUESTIONS?**

