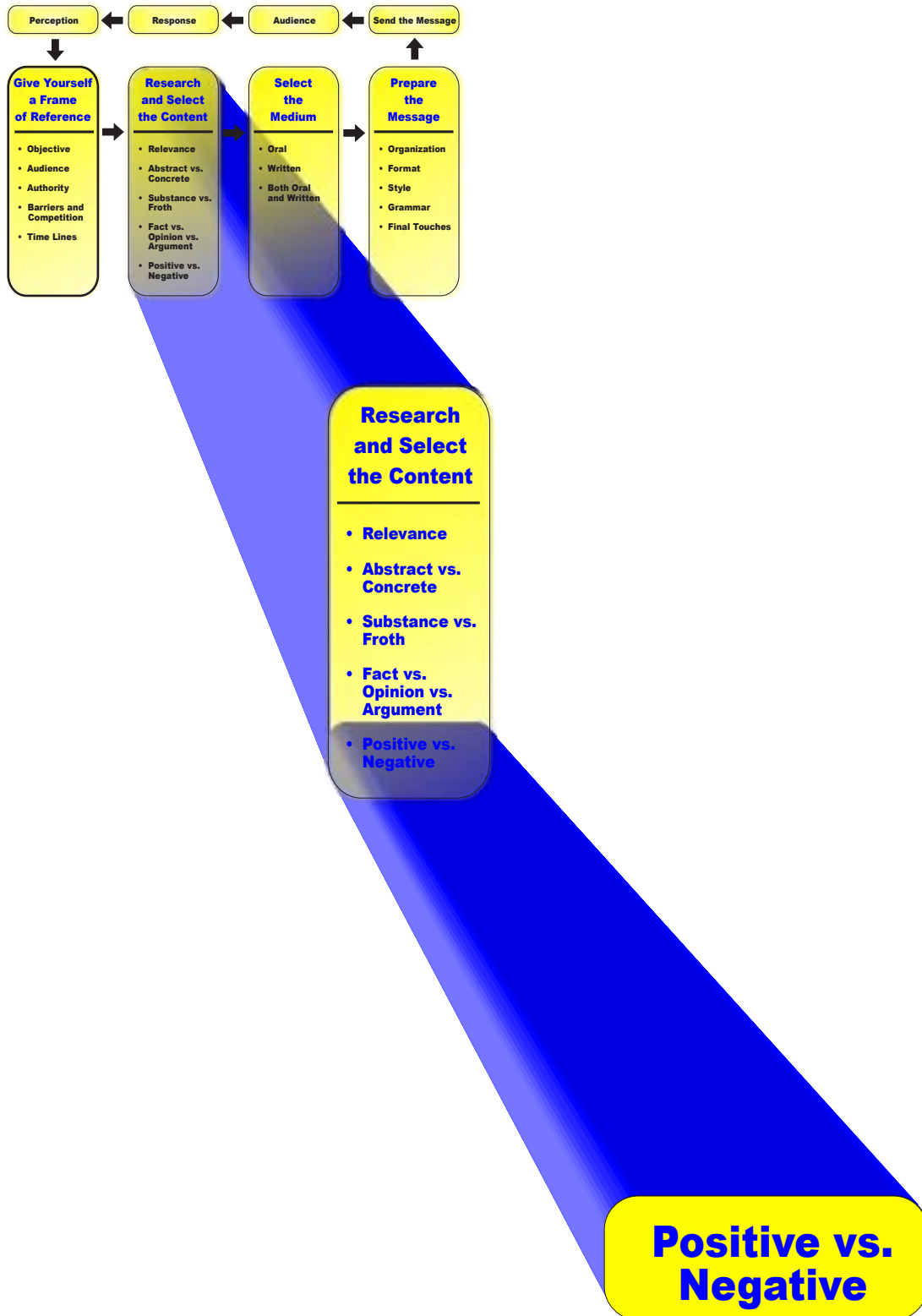


# Writing for Results

## A Step-by-Step Model for Executive Documents



## POSITIVE



**VS.**

## NEGATIVE



There is a positive way and a negative way of expressing just about anything. It isn't necessarily good or bad to express things one way or the other. It is, however, important to be aware of the impact you will have in choosing one or the other.

Here some examples:

### **Negative**

We have not ignored that problem.

We should not let this program stagnate.

Funding for the program will end on January 31, 2004.

This process has a 1-percent chance of error.

There is a slight risk to safety of residents of the area.

### **Positive**

We have adopted a new policy to address that problem.

We need to revitalize this program.

Funding for the program will continue until January 31, 2004.

This process is 99-percent reliable.

The safety of residents of the area is virtually guaranteed.