MINI-WORKBOOK: DISTIL KEY INSIGHTS & ENHANCE WORDY WORK

Objective: Learn to identify key points and communicate them visually

Introduction

No matter what subject you're working on, your ideas only make an impact if others can understand them. Clear communication isn't about writing more — it's about making the *right points* stand out. This mini-workbook is designed to help you do just that: identify the essentials, simplify your message, and present it in a way that's easy for others to follow.

The steps are organized in a simple flow: start by considering who you're writing for, then focus your ideas, shape them with structure and visuals, and finally polish for clarity.

> Audience → Clarity → Structure → Visuals → Polish

Along the way, you'll get short activities to apply each idea directly to your own work.

1. Know Your Audience

Tip: Good writing speaks to the reader, not just the writer. Always ask: *Who is reading this? What do they need to understand?*

Activity:

- Write a short description of your audience.
- Then, write what they care about most.

Space for practice:

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2. Find the Key Insight

Tip: The smartest submissions are clear, not just long. Every section has 1–2 main ideas.

Activity:

- Pick a paragraph from your work.
- Ask: *"What is the single most important idea here?"*
- Write it in one sentence below.
- (Optional: Use this as the header for that section.)

Space for practice:

Example: Finding the Key Insight
Messy Paragraph:
"Many students in our class said they feel stressed about group projects. They mentioned that coordinating schedules is difficult, and sometimes one person does all the work. Some students also said they don't like speaking up because they're afraid of being judged. Overall, group projects create stress for many people."

Key Insight:
"Students don't dislike group projects themselves — they dislike the *unequal effort and fear of judgment* that come with them.

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3. Simplify the Supporting Details

Tip: Supporting info should clarify the key insight, not overwhelm it.

Activity:

- Rewrite the same paragraph in **3–5 bullet points** that support your key insight.

Your Bullet Points:

- _____
- _____
- _____

4. Visualize the Idea

Tip: A simple visual makes your insight stick in the reader's mind.

Activity:

- Represent your key insight using one of these:
    - A **diagram** (flow, hierarchy, or process)
    - A **table**
    - A **simple sketch or icon**

Space for practice (draw or list):

Example (No fancy graphics required)

Key Insight:
"Students don't dislike group projects themselves — they dislike the unequal effort and fear of judgment that come with them."

Group Projects

↓

Challenges → Unequal effort

→ Fear of judgment

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5. Highlight Only What Matters

Tip: Use bold, italics, or subtle color to make key points easy to spot.

Activity:

- Go through your section.
- Highlight the **one sentence or bullet** that expresses the core idea.

Notes:

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6. Structure for Readability

Tip: A reader should be able to scan and grasp the flow.

Activity:

- Break dense text into **smaller paragraphs or numbered lists**.
- Optional: Add headings for clarity.

Notes:

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7. Use White Space

Tip: Space between paragraphs or sections makes text easier to read.

Activity:

- Find a cramped paragraph.
- Add spacing or break it into **smaller chunks**.

Notes:

8. Keep It Consistent

Tip: Maintain the same **font, size, and style** throughout.

Activity:

- Review your work for inconsistencies (headings, fonts, spacing).
- Note what needs to be adjusted.

Notes:

9. Check the Flow

Tip: Clear transitions help your reader move smoothly from one idea to the next.

Activity:

- Read through your section.
- Add **linking words or sentences** (e.g., "This leads to...", "As a result...") where the flow feels abrupt.
- You can also use diagrams or visuals to link

Notes:

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10. Quick Self-Check

Checklist:

- Can someone understand your main points without reading everything?
  □ Yes □ No
- Are your key insights highlighted and easy to spot?
  □ Yes □ No
- Have you used a simple visual to support your key insight?
  □ Yes □ No
- Do sections flow logically from one to the next?
  □ Yes □ No

Reflection:

- What's one change you can make right now to make your work **clearer and smarter-looking**?

Notes:

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