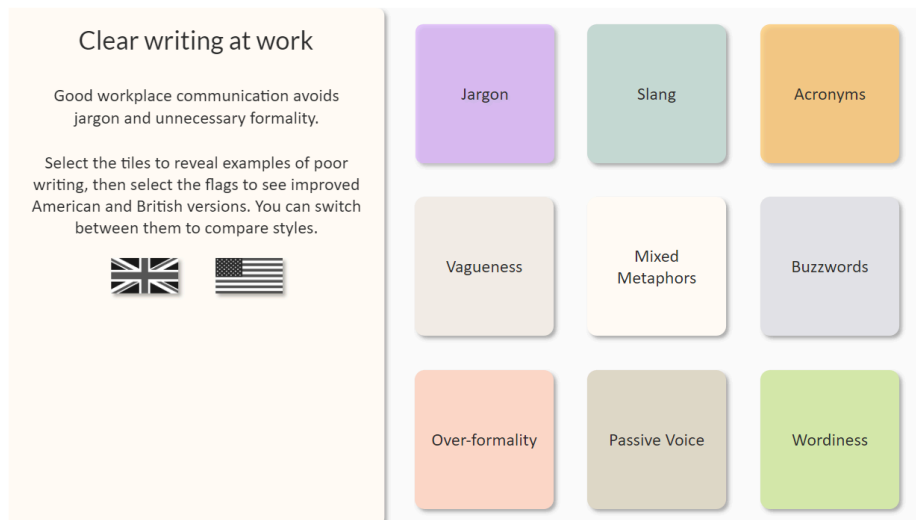Wild & Orderly

Clear writing at work

Overview

Clear writing at work is a short interactive activity that focuses on common problems in workplace writing, including jargon, over-formal language and unnecessary complexity.

The activity is self-contained and uses a small set of repeated patterns so attention stays on comparison rather than navigation.

Structure and interaction

The activity opens on a single screen containing a brief introduction and a grid of nine topic tiles.

Selecting a tile reveals an example of weak writing. Two flag controls allow the revised version to be viewed in UK or US English. A reset control returns the view to the grid, allowing another topic to be selected without retracing steps.

Interaction is limited to selecting topics, switching between versions and resetting the view. There is no menu or secondary navigation.

Visual design

The interface uses a white background with coloured tiles to create visual separation between topics.

Typography is consistent across the activity, with spacing and alignment used to organise information. Focus outlines are visible and unobtrusive, allowing keyboard users to track position without drawing attention away from the content.

Accessibility

Accessibility is handled through predictable layout and behaviour.

Introductory text is announced once on entry and is not repeated when returning to the grid. Focus order follows the visual layout, with only meaningful interactive elements included in the reading sequence. Decorative elements are hidden from assistive technologies.

All controls are keyboard operable and include clear labels.

Audio feedback

Short audio cues play when a tile or control is selected. Sound is used only to confirm action and does not carry information. The activity remains usable with audio turned off.

Technical notes

The grid, example views and reset behaviour are implemented on a single slide using state changes rather than navigation between slides. This allows focus order and reading sequence to remain consistent when moving between topics.

Summary

Clear writing at work uses:

- a fixed grid structure
- repeatable interaction patterns
- direct comparison between examples
- keyboard operable controls
- predictable focus order.

The activity is intended to be completed quickly or revisited in short sessions as a reference.