

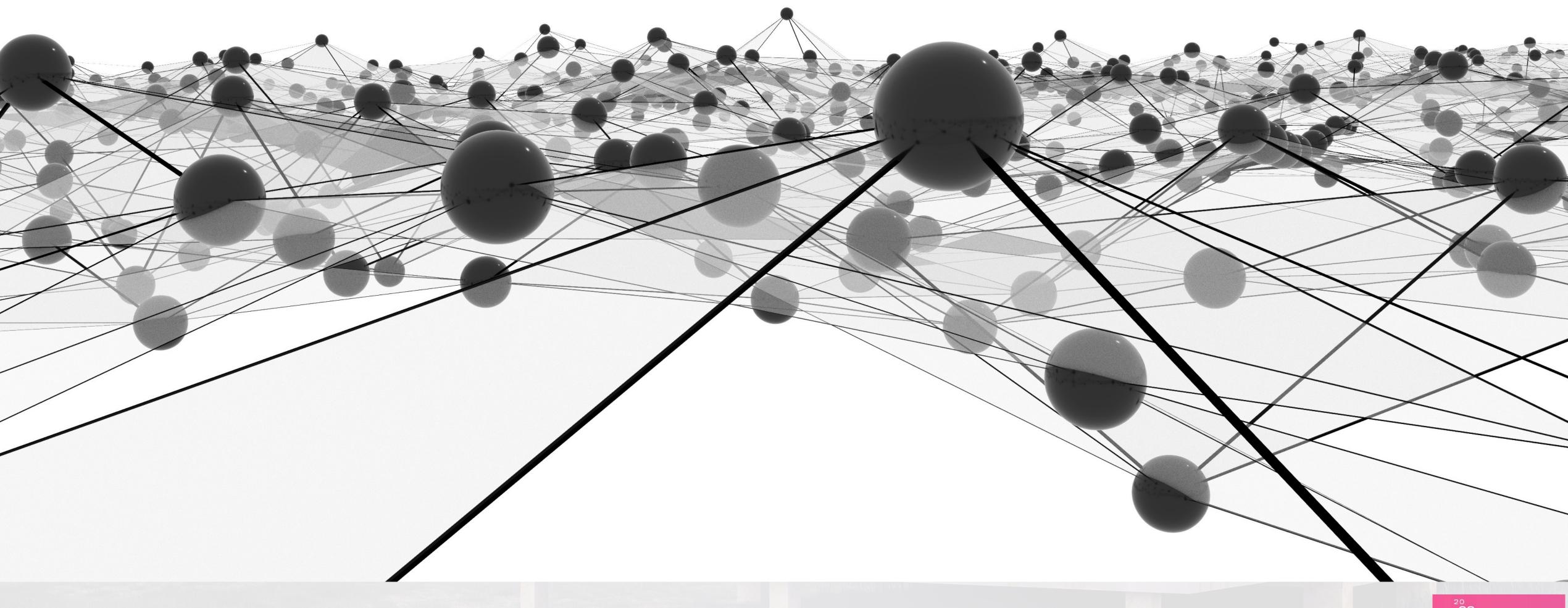
Clear writing is easy to understand, with no ambiguities.



Concise writing is as short as possible.



### Context: written communications in online communities





# You are writing for an audience!



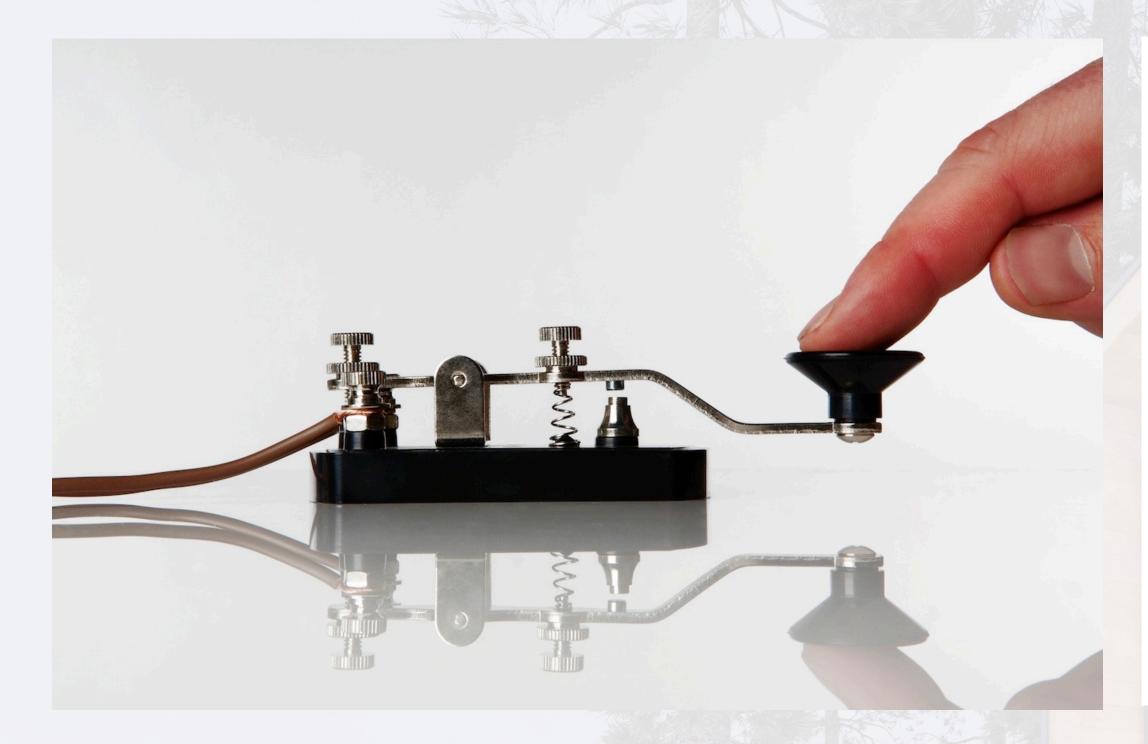


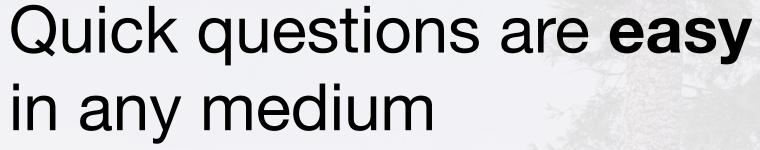






# A quick question, or a debate that lasts weeks?



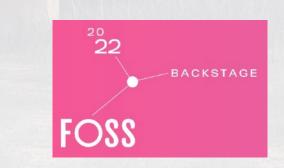




Debates are hard in written form, but that's what we need for Deep Collective Thinking!

(aka "Shared Neurons")





# Blaise Pascal (1623-1662)

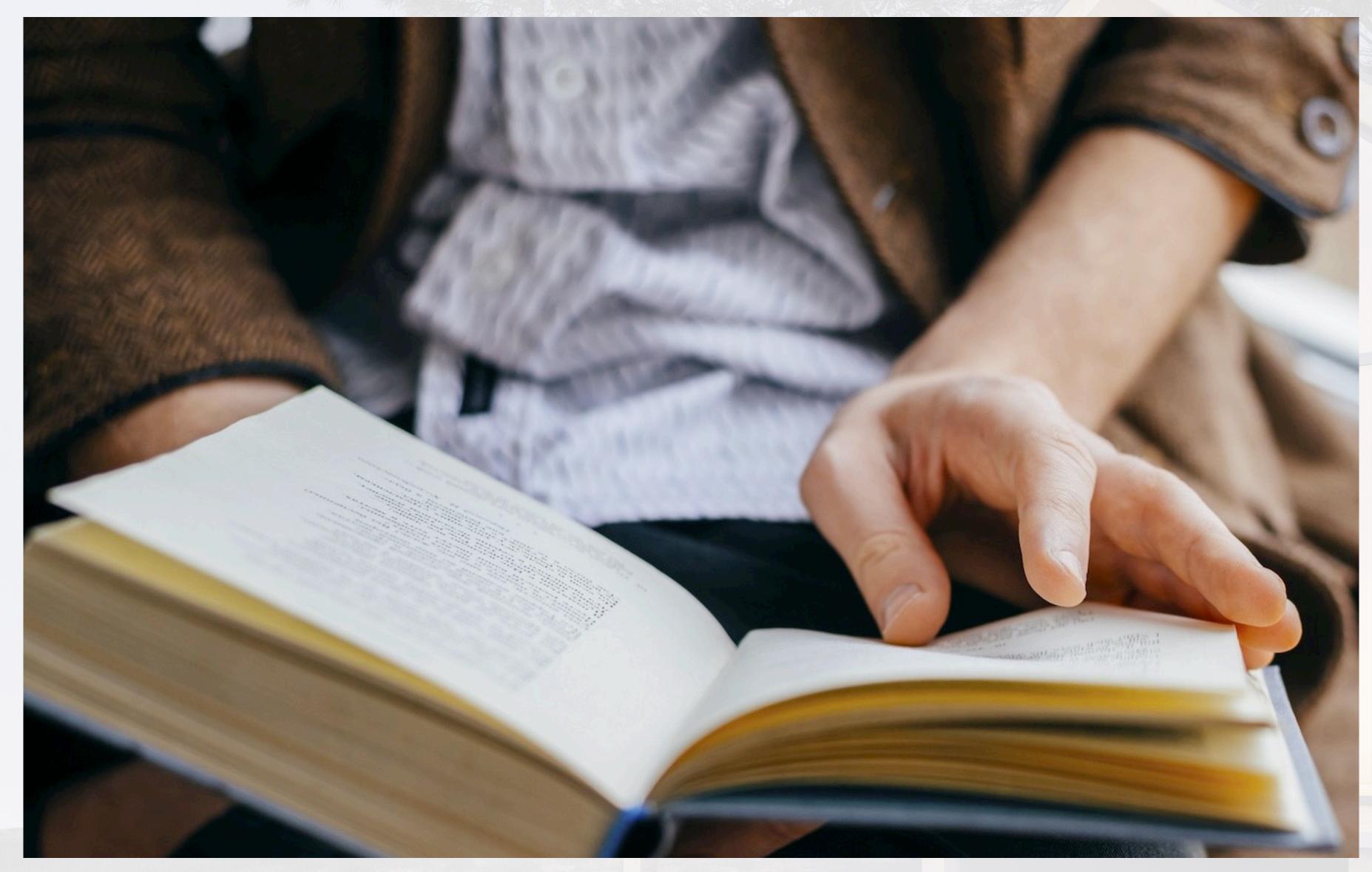


"I have only made this letter longer because I have not had the time to make it shorter"





# Clear & Concise: more work for you!



"Architecting a conversation"

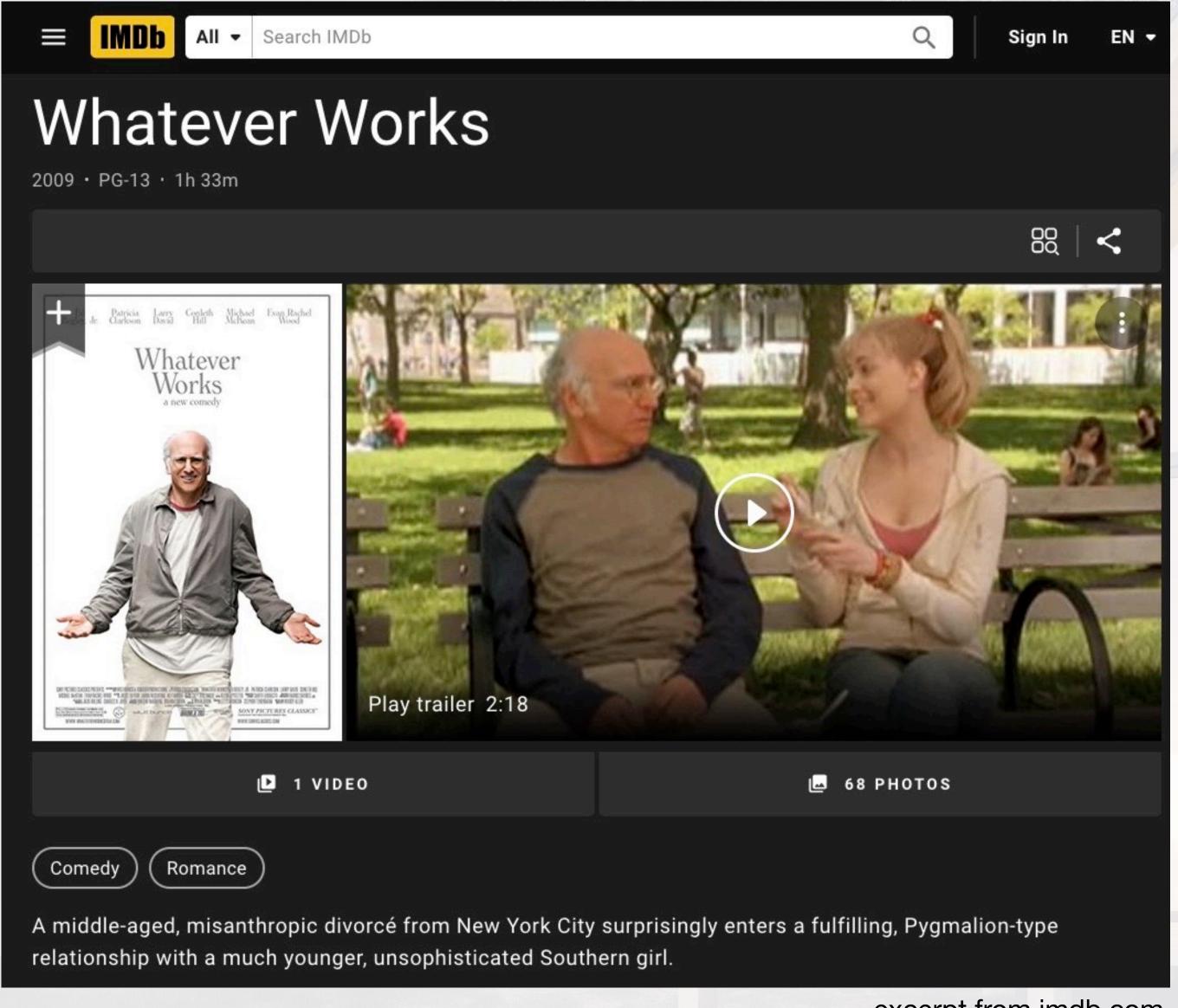
"Write drunk, edit sober" (writer -> editor)



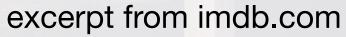


# Tools & Techniques

# Enable multi-level reading?



Title,
Abstract,
Trailer
help you decide
to watch the
movie or not.





# Enable multi-level reading!

[WEBSITE] please review the staged /board content

Subject line

Bertrand Delacretaz <br/>
<br/>
bdelacretaz@apache.org>

Hi

That section of the website is currently built from its own svn repository, for historical reasons, and it makes sense today to move it under the main www-site repository.

For now I have moved the content to a preview branch, see https://issues.apache.org/jira/browse/INFRA-22772 for details.

Please review that staged content at

https://www-board-site-migration.staged.apache.org/board/ and comment, or feel free to fix things directly in the

https://github.com/apache/www-site/tree/preview/board-site-migration/content/board branch. Updates to that branch go live within a few minutes,

I'll wait for the discussion (if any) to settle down before letting infra activate this new setup to serve https://www.apache.org/board/ Introduction

References

What's

Provide readers with multiple decision points to stop reading if not interested in the next level of detail.

Body &

next?

-Bertrand



# Work on your Concise Writing!

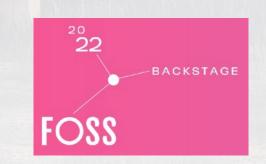
Last slide's text:

Provide readers with multiple decision points to stop reading if not interested in the next level of detail.

#### Could have been:

It is often a good idea to make sure people who are reading your message have multiple options (shall we say "decision points"?) where they can opt to stop reading the rest of your message. If they are not interested in more than the current level of detail, they can then stop reading to avoid using more energy and time than strictly needed. I hope I'm being clear.





# Use a simple vocabulary



Example from https://robertobertuol.com/simplified-technical-english/

All valves must be turned slowly in order to prevent strong steam jets which can damage both hose lines and components.

Turn all valves slowly to prevent strong jets of steam.

Steam can damage hose lines and components.



# Self-contained messages

[WEBSITE] please review the staged /board content

Bertrand Delacretaz <br/>
<br/>
bdelacretaz@apache.org>

Hi

That section of the website is currently built from its own svn repository, for historical reasons, and it makes sense today to move it under the main www-site repository.

For now I have moved the content to a preview branch, see https://issues.apache.org/jira/browse/INFRA-22772 for details.

Please review that staged content at <a href="https://www-board-site-migration.staged.apache.org/board/">https://www-board-site-migration.staged.apache.org/board/</a> and comment, or feel free to fix things directly in the <a href="https://github.com/apache/www-site/tree/preview/board-site-migration/content/board">https://github.com/apache/www-site/tree/preview/board-site-migration/content/board</a> branch . Updates to that branch go live within a few minutes,

I'll wait for the discussion (if any) to settle down before letting infra activate this new setup to serve <a href="https://www.apache.org/board/">https://www.apache.org/board/</a>

Body & References

Radiating Intent Do not require more conversations than strictly needed.

Say it in a single message.

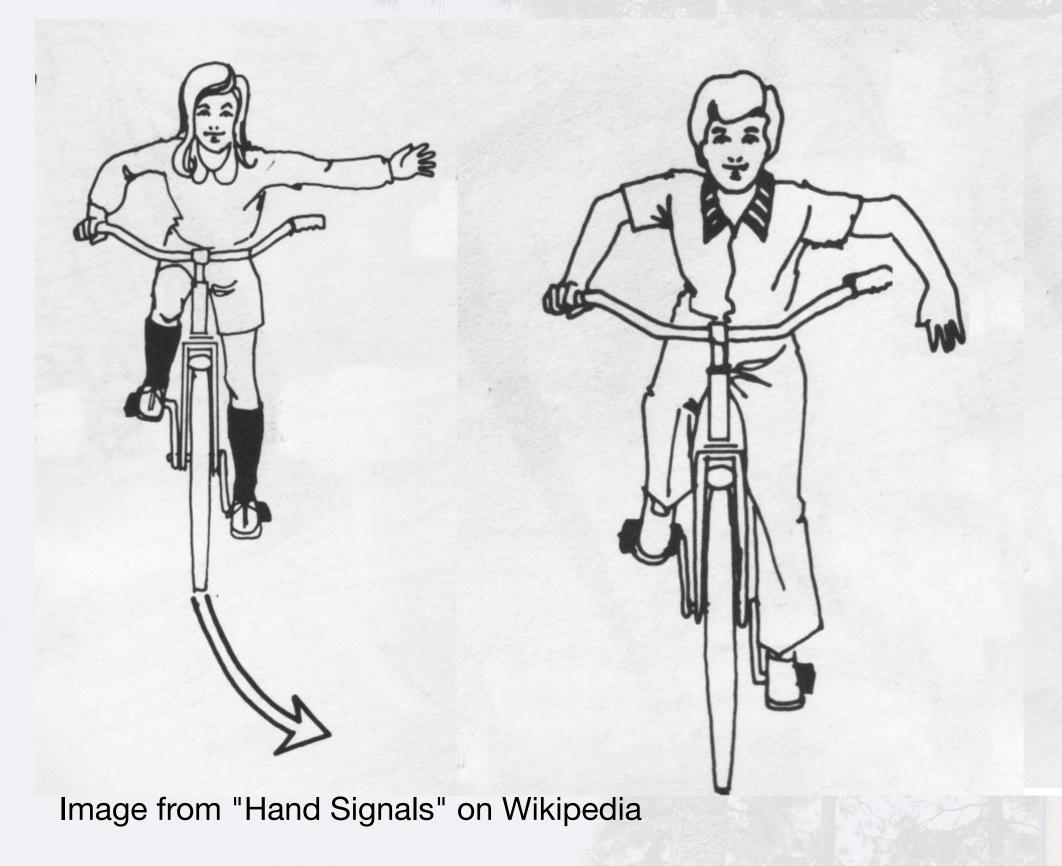
Allow for lazy consensus when possible

Can be even worse in chat, starting with "hello"

-Bertrand



# Radiating Intent



Express what you intend to do, unless someone objects

# "Lazy Consensus", Apache voting style,

https://community.apache.org/committers/lazyConsensus.html

I'll wait for the discussion (if any) to settle down before letting infra activate this new setup to serve <a href="https://www.apache.org/board/">https://www.apache.org/board/</a>

Bertrand

See also, Elizabeth Ayer on Medium: https://medium.com/@ElizAyer/dont-ask-forgiveness-radiate-intent-d36fd22393a3 and "Turn the ship around", book by David Marquet, https://davidmarquet.com/



# Use Precise Quoting

Bertrand Delacretaz <br/>
<br/>
bdelacretaz@apache.org>

À dev 🕶

Hi,

On Fri, Jun 8, 2018 at 4:48 PM < davidb@apache.org > wrote:

- > ...It's a bit strange because as a committer I can publish the artifact into
- > Maven Central...

Previous message

Maven Central is not an official source of Apache Releases, even though our release archives do also end up there.

- > ...Would it be an idea to change the rules around the Sling dist directory so
- > that committers can also commit to it in addition to PMC members?...

Previous message

I'm fine with that, for specific committers who ask for access.

The syn notifications for

https://dist.apache.org/repos/dist/release/sling/ go to commits@sling.apache.org, so we have reasonable PMC oversight.

-Bertrand

Without Precise Quoting, all discussions are shallow...

also known as Usenet Quoting: https://en.wikipedia.org/wiki/Usenet\_quoting



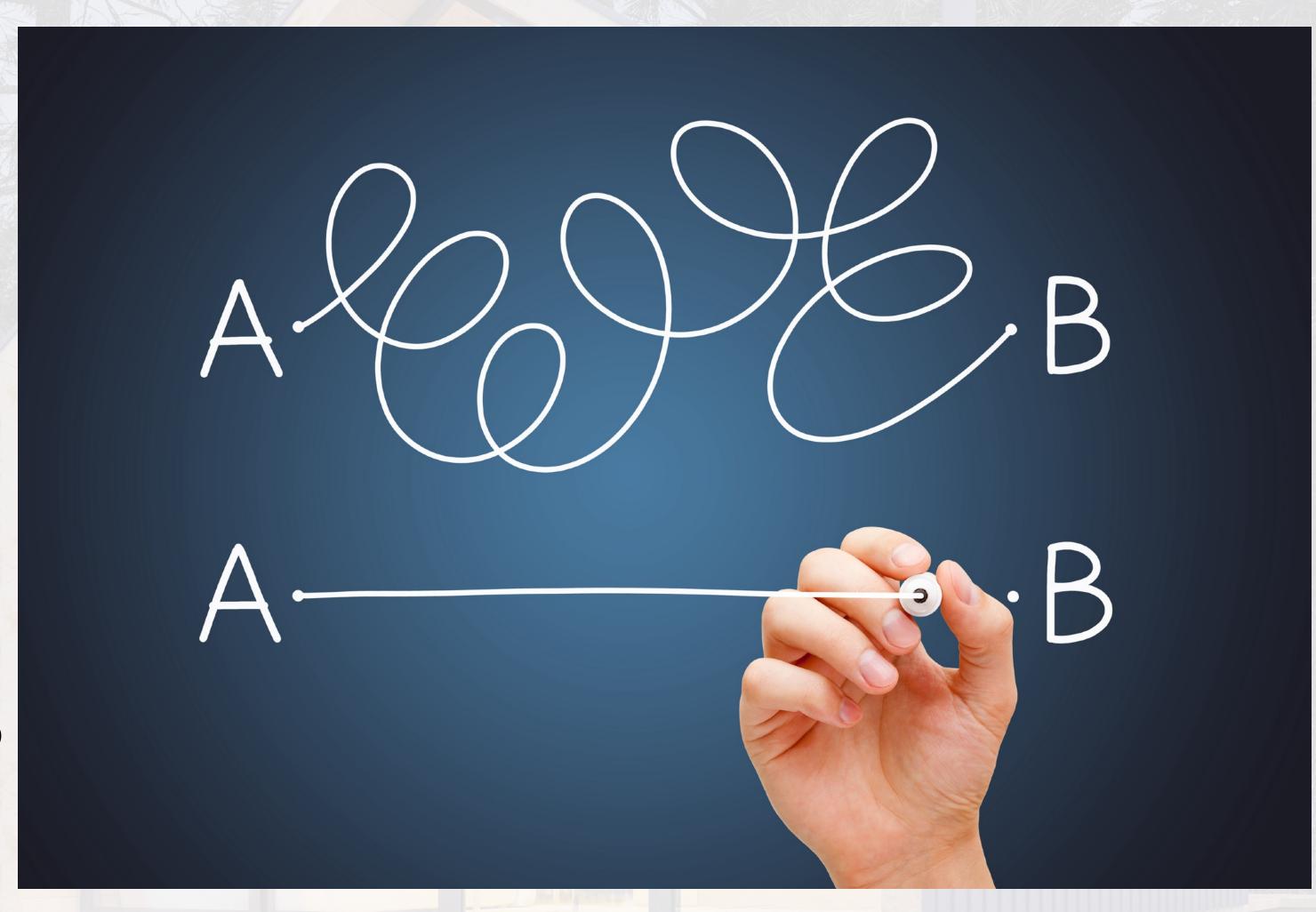
# Create your own set of reworking questions

What else can I remove?

Write elsewhere and ping?

Would I read all this?

More URL references? What's my boredom level?

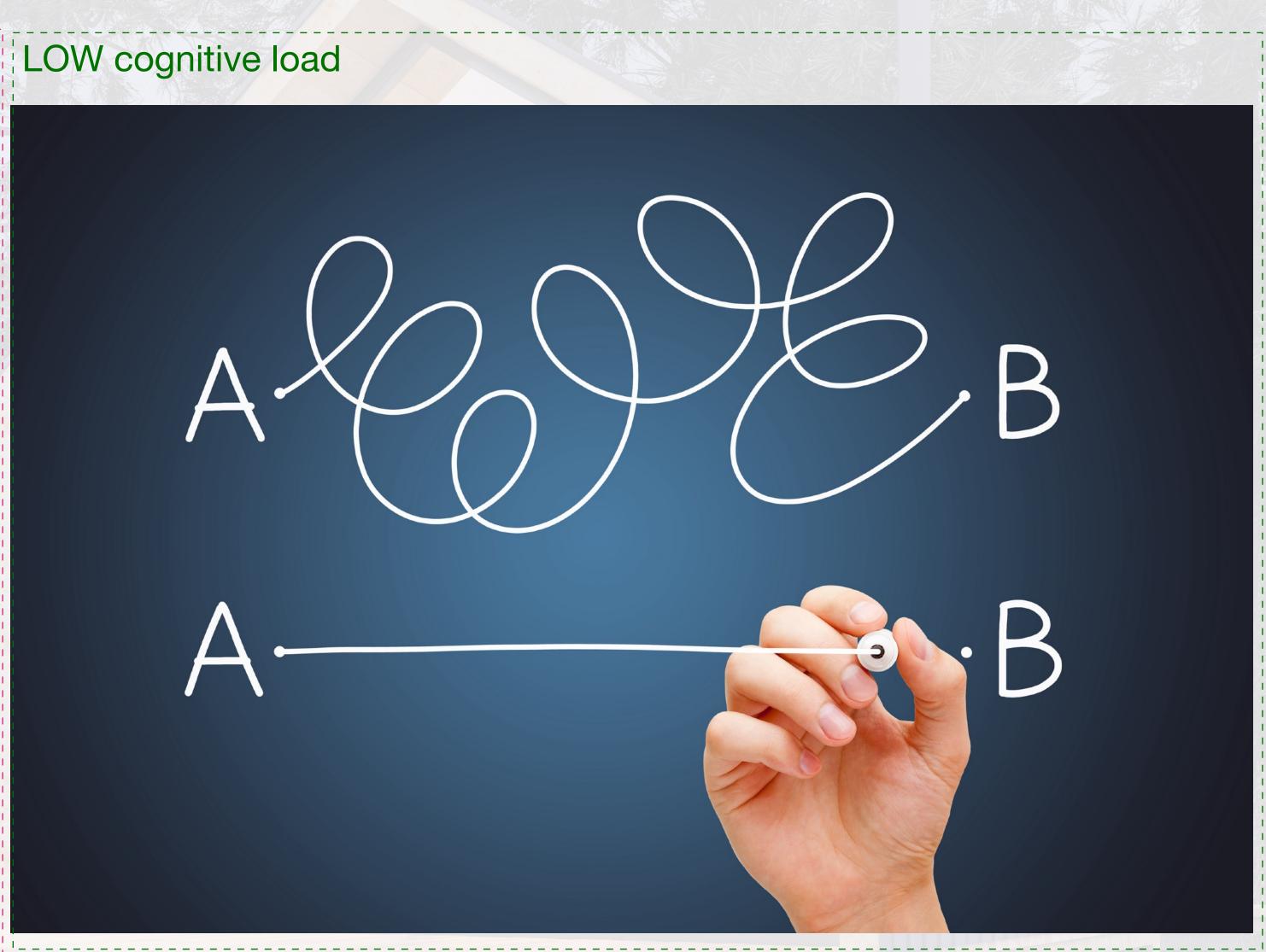






# Use diagrams!

HIGH cognitive load What else can I remove? Write elsewhere and ping? Would I read all this? More URL references? What's my boredom level?











You are architecting a conversation.

Clear & concise is more work for you.

Written form debate is hard: work on it!

# HAPPY READERS!



