

What is a convention in writing

You have 1 free item left this month. You're reading your last free article for this month. Create an account to read 2 more. When writing for work, it can be tempting to rely on industry jargon or big words to inflate your ideas. But exaggerated language doesn't make you sound smart, and it can be off-putting for readers. Most people are attracted to a more conversational tone. So choose shorter, more familiar words and explain things in a way that anyone could understand. For example, write things that could affect the merger instead of issues that may affect the successful completion of the merger. Also, if you're writing an email or a formal proposal, make sure your content is watchable, as it will probably be read on a screen - and nowadays, often a phone. Suppose your readers will be distracted, busy and on their way. Formatting can help: try using subheaders, ball points, diagrams and tables to highlight your main takeaways. Short sentences and short paragraphs also help. A good rule of thumb is one thought per sentence. If there are too many ideas linked in one sentence, your readers may get lost and give up. Now that you have your story idea and your list of media contacts, you're ready to start writing. First, you have to find a killer title. Since most press releases are now sent by email, a poorly written subject line will gain instant deletion. Titles should be read as real newspaper headlines, something informative and newsy, but creative and engaging enough to attract the reader. The press releases should be no more than 300-400 words, and the reader should be able to understand the essence of the story in the first two sentences. Keep the right tone and style for the content. If you're launching a local TV news station, keep it conversational and short copy so it can easily be adapted for on-air playback. A press release for a newspaper must be meticulously verified, follow the Associated Press (AP) style and contain quotes and sources behind the claims. Don't forget to include detailed contact information on the press release, including your name, phone number, fax number, email address and relevant website links. Above all, a successful press release not only sets out the facts, but tells a fascinating story that journalists will want to share with their readers and Now let's look at the various distribution options for press releases, including e-mail and fax distribution. No one wants to think about their own mortality. Although many of us try to avoid the subject at all costs, there are consequences for not planning ahead. Documents filed in her home state recently revealed that Aretha Franklin had left no will to her death in August. Prince's heirs found themselves in a similar situation after his death in 2016, and the ensuing battle lasted two years. Actor James Gandolfini, too, died intestate. Although they may be famous music and movie stars with net worth to match, they are far from the only ones who have not left documents to guide their grieving loved ones. According to a 2016 Gallop poll, only 44 percent of American adults have a will, and that number has been declining over the past decade. Older Americans are more likely to have written a will, but only 68 percent of those aged 65 and over have one. For many Americans, the reason is procrastination. A survey conducted by Caring.com found that the most common reason adult Americans did not start estate planning is because they didn't have time to do so. The death intestate leaves the distribution of your property to the state. More often than not, the result is that assets are allocated to your spouse and children, but depending on the state in which you live and your family dynamics, this can put even more pressure on grieving loved ones. Creating a plan simply helps bring a lot of peace after a person's death, says Preeti Shah, CPA and certified financial professional at Enlight Financial. The wills have been there for a long time and it doesn't take much to do a will, says Jenny Xia Spradling, co-founder of FreeWill, a site that writes free wills and trusts. The legal code was actually designed to be easy for people to make their last wishes known. Here are some guidelines to start with. Legal requirements to write a will As long as you are adult and sane, you have the right to create a will. The general provisions to ensure the legality of a bill include the signing of at least two witnesses and your own signature, as well as the date the document was created. In most states, they must be impartial witnesses who cannot bear to inherit anything from the will. The requirements vary by state, however, so it is important to look for laws to make sure your will is properly executed. There are software and online resources to help you in the process if you choose to write your will yourself. As long as you do extensive research on all legalizations, a self-made will must be just as valid as a certificate created with the help of a lawyer. FreeWill's Spradling says: On our website, you print the will and sign it in front of two witnesses are really the important part of the will. Those with higher-value assets, mitigating or complicated beneficiary situation may want to seek the help of a lawyer for more estate planning documents than just the will itself, shah said. Usually, what we advise is a package of four: Get a trust, get a will, get the power of attorney, then get their life, and that can come as a complete package. Know the difference between will and trust your financial planning can benefit from a trust instead of one of its own. A will must be probated, the process of proving it in court, which can slow down the enforcement process. A trust doesn't. With a trust, you can really set out your directions and intentions regarding the distribution of assets, explains Danny Michael, Certified Financial Professional, AIF, MSBA with Satori Wealth Management, There's just a lot more you can do with a trust to the extent that creating a more personalized document that's going to be able to fulfill your wishes. As you get older and your estate becomes more complex, it may be helpful to contact a lawyer to learn more about trusts. Distribution of your assets and assets asset as a destinant as a destinant asset as a destinant asset as a destinant asset as a destinant asset as a destinant as a destinant asset as a destinant as a beneficiaries include spouses or children, this can become more complicated for others. Some people don't have spouses, and they don't want their money to necessarily go to a brother or parent because they don't need money. For example, they want him to go to charity, Shah says. It's your hard-earned money; why do you want him to go into the wrong hands? The distribution of assets in a will should include liquids. Everything that has value for your beneficiaries, from your home and your car to jewelry and investments, has its place. It is important when creating your will to take stock of all your assets and to note which ones should be liquidated, or not, after your death. Dependent CareFor adults who do not have significant assets, dependent care may be the most important reason to have a will on hand. In your document, you must include who you want to be named as your children's legal guardian until they reach adulthood. When you designate minors as beneficiaries, it is important that you appoint a trustee responsible for these assets until adulthood. Don't just consider your children, though. Elderly dependent parents and even pets will need to be cared for by someone else. Designate an executor to your family and close friends during this process and determine who you want to be the executor. This person will be responsible for overseeing the distribution of assets and payment of all obligations you leave behind. Choose someone you trust and whom you comfortable with making all the decisions and executing the instructions in the will properly, says Michael. Often, the liability of an executor goes beyond these basic requirements and in areas such as the advice of financial institutions and government agencies of your death, the maintenance of property and the representation of your estate in court proceedings. For this reason, executors tend to be spouses, children or parents of the deceased. Keep it up until your early estate planning documents is a great way to be proactive. But we must not just create a will and then forget it. It's not a one-time thing, per se, but most of it is in advance and then it's really maintenance. So it's not as bad as people think, Shah says. You have to update every five years, but most of it's that first shot and then you're good. Of course, this is not a hard and fast rule. As you accumulate more assets over the course of your life, get married and have children, revisit your document and make all the necessary revisions. The more up-to-date your will or trust, the more transparent the transition of your assets will be for your loved ones, which will allow them to grieve instead of worrying about financial logistics. ConsumerAffairs is not a government agency. Companies pay us to be accredited or when you click on a link, call a number or fill out a form on our website. Our content is intended to be used only for general information purposes. It is very important to make your own analysis before making an investment based on your personal situation and to consult with your own investment, financial, tax and legal advisors. Copyright © 2020 Consumers Unified LLC. 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