

# PROFESSIONAL WRITING

*Engaging documents tailored to your needs and priorities*



- ✓ CRAFT compelling documents.
- ✓ STAND OUT in a competitive environment.
- ✓ MEET & EXCEED reporting requirements.
- ✓ TRANSFORM findings into easy-to-understand results.
- ✓ ALIGN your written policies with your organization's objectives and values.
- ✓ COMMUNICATE requests with clarity and style.

## OUR WRITING EXPERIENCE INCLUDES:



Grant, Funding,  
& Business  
Proposals



Outcome &  
Compliance  
Reporting



Engagement &  
Research  
Summaries



Procurement  
Documents



Policies &  
Bylaws



Editing &  
Proofreading

# OUR PROCESS

The MRSB team works with you to:

## Understand your audience



- Confirm the purpose of your document and its intended audience.
- Determine the appropriate voice, tone, and style for your audience.

## Plan the approach



- Outline main points to be communicated in your document.
- Identify determinants of success for your document.

## Gather supporting evidence



- Conduct research to strengthen the impact of your document.
- Balance creative and critical thinking to validate findings.

## Create the framework



- Organize key points into a logical structure to effectively persuade, inform, educate, or convince your audience.
- Design content in a way that piques interest and achieves impact.

## Communicate your message



- Express your purpose, goals, outcomes, or story in a clear and concise manner.
- Provide follow-up support as needed to ensure success.

***Our professionally-packaged deliverables undergo design and quality control processes to ensure your document is ready for your audience.***