**When writing a script for radio, pay attention to:**

* Say your sentences before you write them down-or at least read them aloud after you’ve written it
* Keep sentences **simple!**
* Don’t use words on the radio you wouldn’t use talking to your friends
* Don’t use syntax that doesn’t occur naturally (My wife tomorrow plans to throw a party)
* Use present tense
* Write in **active voice**
* Avoid generalities (Many people think…. People said…..)
* Avoid clichés
* Avoid unnecessary jargon
* Avoid tongue twisters
* Watch out for too many numbers
* Check for typos, missing words, and other errors.
* Avoid rhetorical questions
* Expand Abbreviations: Abbreviations can be confusing for the listener and distract from the flow. For example: Prof. becomes “Professor.”
* Writing numbers: While AP format requires you to spell out numbers 1 through 9, in radio you are required to spell out any number. If possible, you should also round-up the number for clarity so: $5,435 becomes “Almost fifty-five hundred dollars” or “Almost five thousand, five-hundred dollars.”
* Expand Acronyms: As a general rule, you should avoid using acronyms but if you have to, make sure to expand them. For example: the CDC becomes The Center for Disease Control. If the acronym is well-known, exceptions can be made (For example: FBI, CIA, NBC)
* Phonetic Spelling: For names of people or places with difficult pronunciation, include the phonetic spelling next to it. For example: James Coomarasamy (coo-MAH-ruh-SAH-mee)