



# Blogging Tip Sheet

Blogging allows you to have a consistent stream of fresh, timely new content to tweet, share on Facebook, use in your e-newsletter, and so on. Blogs allow people to tell their stories, break news, comment on breaking news, and share resources quickly. While there are no set rules for creating a blog and writing blog content, here are some guidelines to make your blog effective.

1. **Blogs need to make a strong first impression.** When designing a blog the template should be simple, visually powerful, and spacious. Too much clutter and multiple columns can easily overwhelm the reader.
2. **Feature the ability to subscribe to your e-newsletter and join your social networking communities.** The upper right corner of your blog is the most valuable section of the page in terms of visibility and impact. Feature the ability to subscribe to your newsletter, a campaign, and any social networking icons in that spot. As blog traffic increases so will new subscribers, friends, followers and fans.
3. **Blog titles are priority. Make sure the blog title is bold and engaging.** It should also include key terms and words relating to your subject matter.
4. **Emphasise quality content.** The length of blog posts is not as important as the quality and relevance of the blog posts. Content should be important and useful to your audience. The content should engage readers and make it worth their time. Word use should be efficient – don't waste words. Only add words that support your points. Avoid fluff.
5. **Optimize content for web reading.** People tend to scan online articles rather than read them word for word. Use bullet lists whenever possible. Embolden keywords (or people's names) to break up long sentences and paragraphs.
6. **Allow comments but moderate them.** All blogging platforms have a notification system that allows you to moderate comments before they go live. You should allow comments but you don't have to approve them all, particularly if they are rude and disrespectful in tone.
7. **Add share and search functionality buttons.** Make sure the blog platform you choose automatically comes with share and search functionality or that you have the ability to add a share plug in.
8. **Use photos/videos in all blog posts.** Blog posts with images tend to get more traction. Post at least one photo per blog post if possible. You can also do a quick Google Image or Flickr Creative Commons search if you have nothing in-house to use.
9. **Create "Top Ten" posts.** Posting a blog about the top ten reasons your company is awesome is a great way to showcase your organisation in a short, concise and interesting way. Use top tens or top fives to give people information on your company.
10. **Be consistent.** Try to blog once a week and at the same time every week. Followers appreciate consistency and routine. Even if you just describe what you are working on this week, share it with the people who have invested time in your blog.
11. **Share your blog content.** Cross promote your blog content on your other social networks like Facebook and Twitter.
12. **Solicit engagement from readers.** Ask people to comment and email ideas. Post polls to survey ideas. Keeping readers engaged will keep them returning.

If you want more information about utilising social media, please contact us.



Word Association 6a Forresters Road  
Burbage Leics LE10 2RX  
01455 614333

[www.wordassociation.co.uk](http://www.wordassociation.co.uk) [info@wordassociation.co.uk](mailto:info@wordassociation.co.uk)

where **communication** changes lives



# Facebook Tip Sheet

Facebook is a great way to do Social Media marketing for your organisation. Facebook is perfect for brand awareness because it is free advertising and promotion for your organisation, it allows you to share information with your members, it will enable you to start conversations on various topics, and it gives them the chance to share with their friends as well.

- 1. Create Your Voice.** Your voice will often be found in the status updates of your fans, which means it is very important to find content that engages your fans and encourages them to want to engage with you. A great way to help you gauge this will be by the number of likes, shares, and comments you receive on your posts.
- 2. Fun and Informative.** A great place to get started with content is to share success stories, breaking news, calls to action, events, and information.
- 3. Professional vs. Personal.** While adding personality and flair is important, keep in mind that there is a difference between a personal Facebook page and your organisation's professional one. Set up rules of etiquette for your organisation's Facebook page so that everyone knows the rules and can help make it a safe place for sharing information.
- 4. More Than One.** Be sure to have at least two people (although three would be best) as administrators of your organisation Facebook page. This way if someone is sick, traveling, unreachable or has to leave for any reason there are multiple people with access to the page. This also helps spread the responsibility for posting and sharing content, lessening the pressure on everyone.
- 5. Posting Limits.** Be sure to limit the number of posts. Too many posts will cause people to hide or un-Like your Facebook page. Ideally, four to six posts per week is best, though you should not post more than twice a day.
- 6. Content Sharing.** Be sure to share links, videos, and pictures whenever possible in your posts. This will help increase your organisation's visibility and activity. Facebook is all about sharing information.
- 7. Tagging Gold.** Tag staff and customers whenever possible; this will help them to keep up with what you are doing and engage them more. Plus, it gives them greater visibility among your customers and staff.
- 8. Events.** Create events and send them to the fans of your page. It will remind them about your organisation and your events, and it will help you engage them in a new way.
- 9. Do Not Automate.** It is always tempting to automatically sync several social media platforms to Facebook so you only have to send one status update. However, avoid doing this as much as possible because each social media platform is unique in the culture of the community and the way content is shared.
- 10. Encourage.** Do not forget to encourage your audience to engage and be active on your organisation's page. This will help create a flow of information and sharing that will encourage everyone! Most of all, do not forget to have fun, learn a lot, and remember that social media is just another resource for you, your staff and customers.

If you want more information about utilising social media, please contact us.



Word Association 6a Forresters Road  
Burbage Leics LE10 2RX  
01455 614333

[www.wordassociation.co.uk](http://www.wordassociation.co.uk) [info@wordassociation.co.uk](mailto:info@wordassociation.co.uk)



# Twitter Tip Sheet

Companies and organisations use Twitter primarily for sharing about a product, brand or a program. It is also used to make announcements and share breaking news. All updates on Twitter should be 140 characters or less. The tips below will help increase your followers and enable you to get your message to a larger audience.

- 1. Develop Your Twitter Voice.** The kind of content and the tone your members and followers respond to will help you give your Twitter voice personality. Your ultimate goal should be to inspire action and reaction from your followers.
- 2. Track Your Links!** Use a Twitter app like Bit.ly or Ow.ly to track your links. They shrink your long links which allows more characters for tweeting. It also provides useful statistics on the number of people that click on your links.
- 3. Tweet your Content as Well as the Content of Others.** Master the art of both retweeting and responding. Tweet articles or blog posts from your favorite newspapers, bloggers, and partner organizations. These practices will encourage your followers to retweet your content and information.
- 4. Follow on a 1:1 Ratio.** If you have 1,000 followers, then you should follow 1,000 Twitterers in return. This will help your visibility and let your followers know that you are vested in them.
- 5. Follow People with Similar Interests.** Help increase your visibility and understanding of your audience by following users with similar interests that are relevant to your goals and objectives. Do not forget to tag them in your messages by using the @ symbol.
- 6. Integrate.** To maximize the success of your Twitter efforts, integrate into other online and offline materials. Incorporate a Twitter feed on your website, add a link to follow Twitter into direct mail pieces, and include a "share" button or Twitter link in an e-mail or e-newsletter.
- 7. Drive Website Traffic.** 140 characters does not provide much room for detail. Offer a hook and lead your followers to your website for more information.
- 8. Tweet Often.** Experts recommend tweeting four to six times per day. For some local units that may be too overwhelming. Twitter is most active from 9 am to 12 pm in any given time zone so focus your attention on tweeting during that time span.
- 9. Use Hashtags Strategically.** Hashtags (#) allow Twitterers to discuss issues and events on Twitter in real time. They also help to organize tweets, spread information and find new friends. Tweets should not have more than one or two hashtags.
- 10. Design your Twitter Profile to Match Your logo.** Try to blog once a week and at the same time every week. Followers appreciate consistency and routine. Even if you just describe what you are working on this week, share it with the people who have invested time in your blog.

If you want more information about utilising social media, please contact us.



Word Association 6a Forresters Road  
Burbage Leics LE10 2RX  
01455 614333

[www.wordassociation.co.uk](http://www.wordassociation.co.uk) [info@wordassociation.co.uk](mailto:info@wordassociation.co.uk)



# YouTube Tip Sheet

YouTube is the social web site that lets people upload online videos and participate in free video-sharing, commenting, liking, and re-posting. YouTube allows registered users to put their videos and share video clips online and share with others.

1. **Create Your Story.** The main goal of YouTube is to tell a story with video, music, pictures, etc. This can then be shared with your various audiences.
2. **Fun and Informative.** Storytelling on YouTube is meant to be fun, creative, and informative.
3. **Searchable.** Be sure to tag your videos so they can be searched and found by various audiences, and anyone interested in your mission.
4. **Comments.** Social media is about engaging and creating a conversation, so be sure to enable comments on your videos.
5. **Content Sharing.** Some of the best and more engaging aspects of YouTube is the ability to share among other platforms. Do not forget to share your own videos on other platforms and encourage your members and followers to share as well.
6. **Tagging Gold.** Tag sponsors and supporters whenever possible; this will help them to keep up with what you are doing and engage them more. Plus it gives them greater visibility among your members and supporters.
7. **Channels.** YouTube has the ability to create a space that holds all the videos uploaded by your group. Go to [youtube.com/create\\_account](https://youtube.com/create_account). Be sure the username you sign up with is the one you want included on your channel.
8. **Descriptions.** The description you give your channel should be short and simple. No one wants to read on YouTube; they want to watch a story of some sort.
9. **Thank You.** Do not forget to do a "Thank you" video or a year in review video to promote your accomplishments and let volunteers know how much their work is appreciated. The shout outs are always a great way to get additional shares.
10. **Encourage.** Do not forget to encourage your various audiences to engage and be active on your page. This will help create a flow of information and sharing that will encourage everyone!

Most of all, do not forget to have fun, learn a lot, and remember that social media is just another resource.

If you want more information about utilising social media, please contact us.



Word Association 6a Forresters Road  
Burbage Leics LE10 2RX  
01455 614333

[www.wordassociation.co.uk](http://www.wordassociation.co.uk) [info@wordassociation.co.uk](mailto:info@wordassociation.co.uk)

where **communication** changes lives