

# How to write clearly

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Three basic requirements:

1. You must want to write clearly.
2. You must be willing to work hard.
3. You must know and follow some basic guidelines.

Basic Guidelines:

1. Outline what you want to say.
2. Start where your readers are.
3. Stick to the point
4. Be as brief as possible
  - Present your points in logical ABC order
  - Do not waste words telling people what they already know
  - Look for the most common word wasters: windy phrases:

Windy phrases-----	Cut to
At the present time	now
In the event of	if
In the majority of instances	usually
  - Look for passive verbs you can make active

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## Choosing the correct word or phrase

- “Since”-----Because; “while”-----Although
- Basic rules
  - Simple past tense is correct for stating what was done.
  - Present tense is correct for statements of fact.
  - Present and simple past tenses may both be correct for results, discussion, and conclusions.