

## General Guidelines: Clarity and Concision

Part of writing in plain, user-friendly English is learning to write in a way that is clear and concise, so that your writing can be easily understood by your reader. The following are some things to remember when you are writing and revising:

### 1. Use verbs, not nouns

*edit:* The President has made an announcement proclaiming United States' participation in the program.

### 2. Use active voice, not passive

*edit:* The problem will be thoroughly discussed by the committee before a vote is taken.

### 3. Avoid redundancy/repetition

*edit:* Each and every student is concerned about the poor, unappetizing, unappealing food served on campus.

### 4. Avoid cliches/empty phrases

*edit:* It appears to many people that former Vice President Gore, at this point in time, is not considering running for president again.

### 5. Avoid unnecessary "be"

*edit:* There are several factors indicating that the stock market will remain depressed for some time.

Whenever possible, bring out **characters** and **actions**.