

Writing with Clarity: Five Tips

1. Be concise: eliminate words that perform no rhetorical function.
2. Do not be repetitive.
3. Eliminate overuse of the verb “to be.” (You may use it once every 10 sentences.)
4. Use active verbs, not passive ones. Use a passive construction only when one wants to emphasize the object of a sentence rather than the subject.
5. Eliminate sentences beginning with “there” or “it”; for example, “there is,” “it was,” “there were,” etc.

For more tips on writing with clarity, see the “Conciseness” document in the Writing Resources section of our class eLC site.