



# Clear Writing Tips!

Here are some **useful** tips to make your writing clear\*

- Verbs **has** to agree with their subjects.
- Prepositions are not words to end sentences **with**.
- **And** don't start a sentence with a conjunction.
- It is wrong **to** ever **split** an infinitive.
- Avoid cliches **like the plague**. (**They're old hat**)
- **Also**, always avoid annoying **alliteration**.
- Be more or less specific.
- Parenthetical remarks (**however relevant**) are (**usually**) unnecessary.
- Also **too**, never, **ever** use repetitive **redundancies**.
- No sentence fragments.
- Contractions **aren't** necessary and shouldn't be used.
- Foreign words and phrases are not **apropos**.
- Do not be redundant; do not use more words than necessary; it's highly superfluous.
- One should **never** generalise.
- Comparisons are **as** bad **as** cliches.
- Don't use **no** double negatives.
- Avoid ampersands **&** abbreviations, **etc**.
- One-word sentences? **Eliminate**.
- Analogies in writing are **like feathers on a snake**.
- The passive voice is **to be ignored**.
- Eliminate commas, that are, not necessary. Parenthetical words however should be enclosed in commas.
- Never use a big word when a **diminutive** one would **suffice**.
- Kill all exclamation points!!!!
- Use words correctly, **irregardless** of how others use them.
- Understatement is always the **absolutely best way** to put forth earth shaking ideas.
- Use the apostrophe in **it's** proper place and omit it when **its** not needed.
- Eliminate too many quotations. As Ralph Waldo Emerson said, "I hate quotations. Tell me what **you** know."
- If you've heard it once, you've heard it a **thousand times**: Resist hyperbole; not one writer in a **million** can use it correctly.
- Puns are for children, not **groan** readers.
- Go **around the barn at high noon** to avoid colloquialisms.
- Even IF a mixed metaphor **sings**, it should be **derailed**.
- Who needs **rhetorical questions**?
- Exaggeration is a **billion** times worse than understatement.
- Proofread carefully to see if you any words out.

\*With **highlighted** examples of how *not* to follow the useful tip!