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THE ETHICS OF WRITING

Tip #11



TIP: Be Clear and Concise

SECRET: *Clarity and concision are a simple way of turning an A- paper to an A.*

Obvious Implications: Delete words that can be implied.

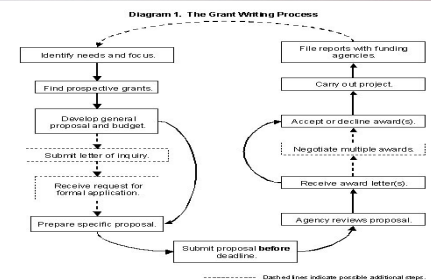
Ex: Energy **used to power industries and homes will in years to come** cost more money. (cut words in red and add “will eventually”)

Meaningless words: Delete words that add nothing to the sentence

Ex: Some polling sites reported **various** technical problems, but these did not **really** affect the election’s **actual** results.

A phrase for a word: Sometimes you can cut out a phrase in exchange for a word

Ex: A sail-powered craft that has turned on its side or completely over must remain buoyant enough so that it will bear the weight of those individuals who were aboard.
(CHANGE TO: A capsized sailboat must support those on it)



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The keys to being a great editor