****Clarity & Concision Checklist**

* **Use active voice**

**×** It was discovered…

**✔**The researchers discovered…

* **Avoid forms of “to be”**

**×** The establishment of the club *was* successful.

✔They established the club successfully.

* **Rearrange subordinate clauses for clarity**

**×** My uncle on my mother’s side, Rob, was here.

✔Rob, my uncle on my mother’s side, was here.

* **Move from old to new information**

**×** I will pass the test, despite what happened yesterday.

✔Despite what happened yesterday, I will pass the test.

* **Use parallel construction**

**×** John does his homework quickly, accurately, and in a detailed manner.

✔John does his homework quickly, accurately, and thoroughly.

* **Simplify circumlocutions**

**×** The manager is in the position to fire employees.

✔The manager can fire employees.

* **Trim verb phrases to be more direct**

**×** Dogs can be compared to wolves.

✔Dogs resemble wolves.

* **Take a stand**

**×** This paper seems to show that…

✔This paper shows that…

* **Use integrated negatives**

**×** Not usual

**✔**Unusual

* **Avoid redundancies**

**×** For some reason, the computer shut down inexplicably.

**✔**The computer shut down inexplicably.

* **Avoid unnecessary pronoun usage**

**×** In this report, it shows that...

**✔**This report shows that…

**For example...**

**An inefficient paragraph:**

It has been noted by some of the people in management that some of the various employees here have not enrolled in the new employee benefits program yet, so it is important to quickly enroll in the new program as soon as possible. Making the employees’ medical coverage more expansive, this program seems like it is more cost-effective, better, and will be a welcome change for many of us working here. In order to begin the process of enrolling, an employee would need to contact the human resources department here to ask them for the paperwork that is needed in order to enroll. After that step has been completed by the employee, they should fill out the paperwork, and return it to human resources for them to put in their files.

**A concise revision:**

Management has noted that multiple employees still need to enroll in the new benefits program, so it is important to do so as soon as possible. The program, which will increase employees’ medical coverage, is a more cost-effective and advantageous alternative to our previous one. To enroll, an employee should request the necessary paperwork from human resources, fill it out, and return it to HR for filing.