CLARITY

Making sure the reader can easily understand your main points and arguments.

THE ESSENTIAL RULE FOR WRITING A COMPLETE SENTENCE:

- Start with the doer (subject)
- Follow with the verb
- Finish with the object (what receives the action).
- Increases clarity.

HOW TO FORM A COMPLETE SENTENCE

SUBJECT+VERB+OBJECT=COMPLETE SENTENCE

Example:
- Bob walked to school.
  S+V+O

HOW TO FIX CONFUSING AND AWKWARD SENTENCES

A few steps that can help fix confusing and awkward sentences:

- Specify reality: Focus on nouns and verbs, not adjectives or adverbs.
  - Example:
    Bad: Bob moved his wooden bat swiftly, hitting the oncoming ball.
    Better: Bob crushed the ball with his bat
- Omit needless words: Help make your sentences dense and concise.
  - Example:
    Bad: A few inches of snow on the ground is all that is necessary in order for a person to be able to go sledding.
    Better: Sledding requires only a few inches of snow.
- Use parallel structure: Make sure your verbs agree and do not shift in time or number.
  - Example:
    Bad: I jumped from my care, rushed across the street, and hug him.
    Better: I jumped from my car, rushed across the street, and hugged him.

Note: To receive more information about improving clarity in your writing, watch the video tutorials or read the handouts in the “Grammar, punctuation, and style” section on the writing center website.