

# 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 car, 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.