

Edit yourself summary

Tighten sentences by deleting unnecessary words

- Superfluous nouns.
Change *the field of economics* to *economics*
- Superfluous verbs.
Change *have a tendency to* to *tend to*
- Superfluous articles and prepositions.
Change *the making of cloth* to *making cloth*
- Weak modifiers.
Change *somewhat abstruse* to *abstruse*

Choose the most effective words

- Prefer short words to long.
- Avoid beginning sentences with *It is* or *There is*.
- Choose everyday words over jargon.
- Choose English words over foreign ones.
- Choose familiar words over unfamiliar ones.
- Avoid words ending in *wise* or *ize*.
- Avoid slang.
- Replace vague pronouns with nouns.
- Replace abstract words with concrete ones.
Change *population* to *people*
- Replace general words with specific ones.
Change *several* to *six*
- Choose words over symbols, initials, and abbreviations.

Instill order in your sentences

- Order series from short to long.
- Break a long sentence into two or more.
- Delete unnecessary phrases.
- Attach dangling phrases to the material they modify.
- Avoid too many *that's*, *which's*, and *who's*.
- Make series and sentences parallel.

Be consistent

- Prefer the active voice.
- If you have a choice between spellings, use only one.
- If you have a choice between a capital and lowercase letter, pick one and stick to it.