

Stunning sentences summary

Organize sentences effectively

- Organize items in a series from short to long.
- Add balance by making a series parallel.
- Structure sentences using paired conjunctions, including: both . . . and; not only . . . but also; either . . . or; just as . . . so.
- Eliminate the joining conjunction, and use a semicolon to link two independent clauses.
- Use a colon to link an elaboration or to set off an example.
- Make use of parallel structure by repeating a sentence's grammatical structure.

Draw attention to your main point

- Repeat a word or its root for emphasis, rather than use a synonym.
- Use an interruptive (M) dash to draw attention to the last part of a sentence.
- Draw attention to a major point by converting a sentence or clause to a fragment.
- Reduce an independent clause to a short sentence.
- Reverse a sentence's common order for emphasis.
- Put important words first or last.

Involve the reader in your writing

- Switch from the declarative to the imperative.
- Convert sentences to questions or to questions and answers.