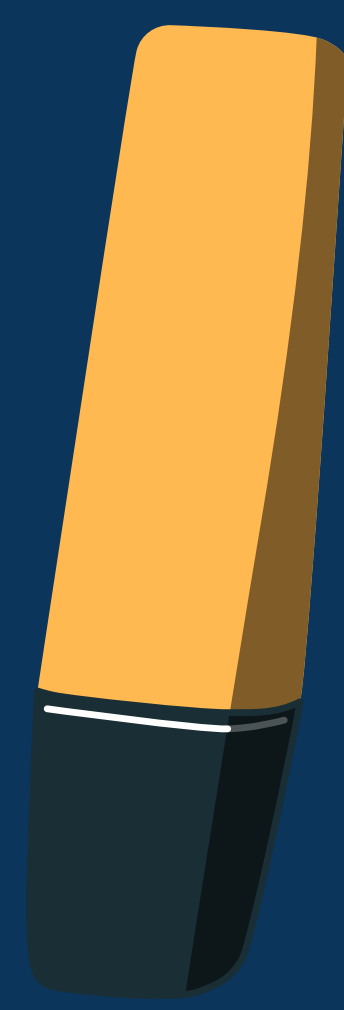


Concise Writing



Eliminate
unnecessary
words



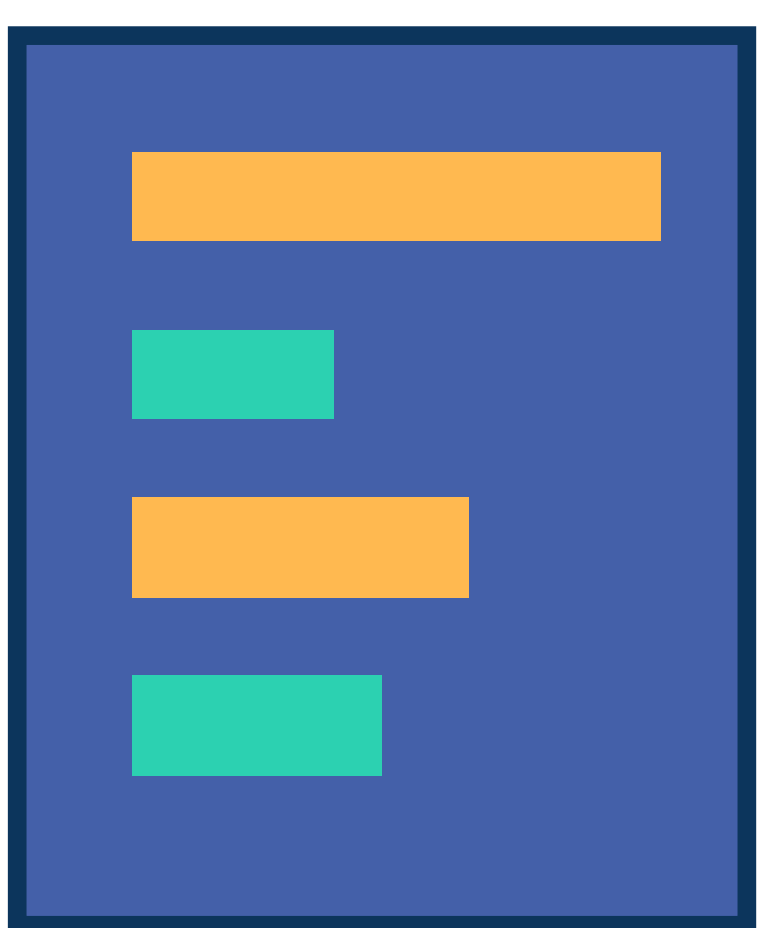
Use the
active voice



Use
affirmatives



**Vary the
length of your
sentences**



**Only use
words you fully
understand**

