



Transform nominalizations (i.e., long nouns like implementation, necessity, coordination) into verbs (e.g., implement, need, co-ordinate) to create more active ways phrasing.

Ask yourself “who (or what) is doing the action?” and try to present the action in the form of a strong verb (a verb other than “is/are” or “has/have”).

the justification of the implementation of the program.

determination **was made** about eligibility for benefits.

We **reviewed** the client’s file and **determined** that he was eligible for benefits.

Get rid of "it is" and "there are" sentence openings.



decision.	
There are many ways in which we can improve the program.	We can improve the program in many ways.

Use parallel structures in headings and lists by using the following formats:
“not only ___ but also ___”; “either ___ or ___”; “both ___ and ___”.

The most important steps are to interview the client, planning the intervention, and to monitor the results.	

For focus and coherence, edit carefully for the links between sentences (as suggested above) or try to keep the subject of the paragraph consistent from sentence to sentence, as in the following example.

Example:

Aquifers are beds of sand and gravel in glacial deposits or bedrock formations which contain groundwater. Aquifers can exist as small localized occurrences or can extend for many kilometres and be up to 30 metres thick. Major aquifers include the Ravenscrag Formation in southern Saskatchewan, the Judith River Formation to the west, and the Swan River Formation in the north. These aquifers in particular are very extensive and are reliable long-term water supplies. (Sask. Environment, *Water*, n.d.)

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- Aim for varied sentence length, with an average length of around 22 words. Read your work aloud to check for sentence rhythm, clarity, and effectiveness.
 - Avoid passages with two or more short sentences (e.g., 15 words or less) in a row. A series of short sentences will make your writing appear choppy.
 - Aim for relatively few sentences that are over 35 words. Always check that these long sentences are clear and grammatical.
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