

Writing Checklist (courtesy of George Orwell)

- ❏ Never use a long word where a short one will do.
- ❏ If it is possible to cut a word out, always cut it out.
- ❏ Never use the passive where you can use the active.
- ❏ Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent.
- ❏ Never use a metaphor, simile or other figure of speech which you are used to seeing in print.
- ❏ Break any of these rules sooner than say anything outright barbarous.

"These rules sound elementary, and so they are, but they demand a deep change of attitude in anyone who has grown used to writing in the style now fashionable."

Source: Politics and the English language, George Orwell



www.wordsted.co.uk

Find me on:

