

Orwells rules of good writing

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



Good Writing For Business

LM Reder



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