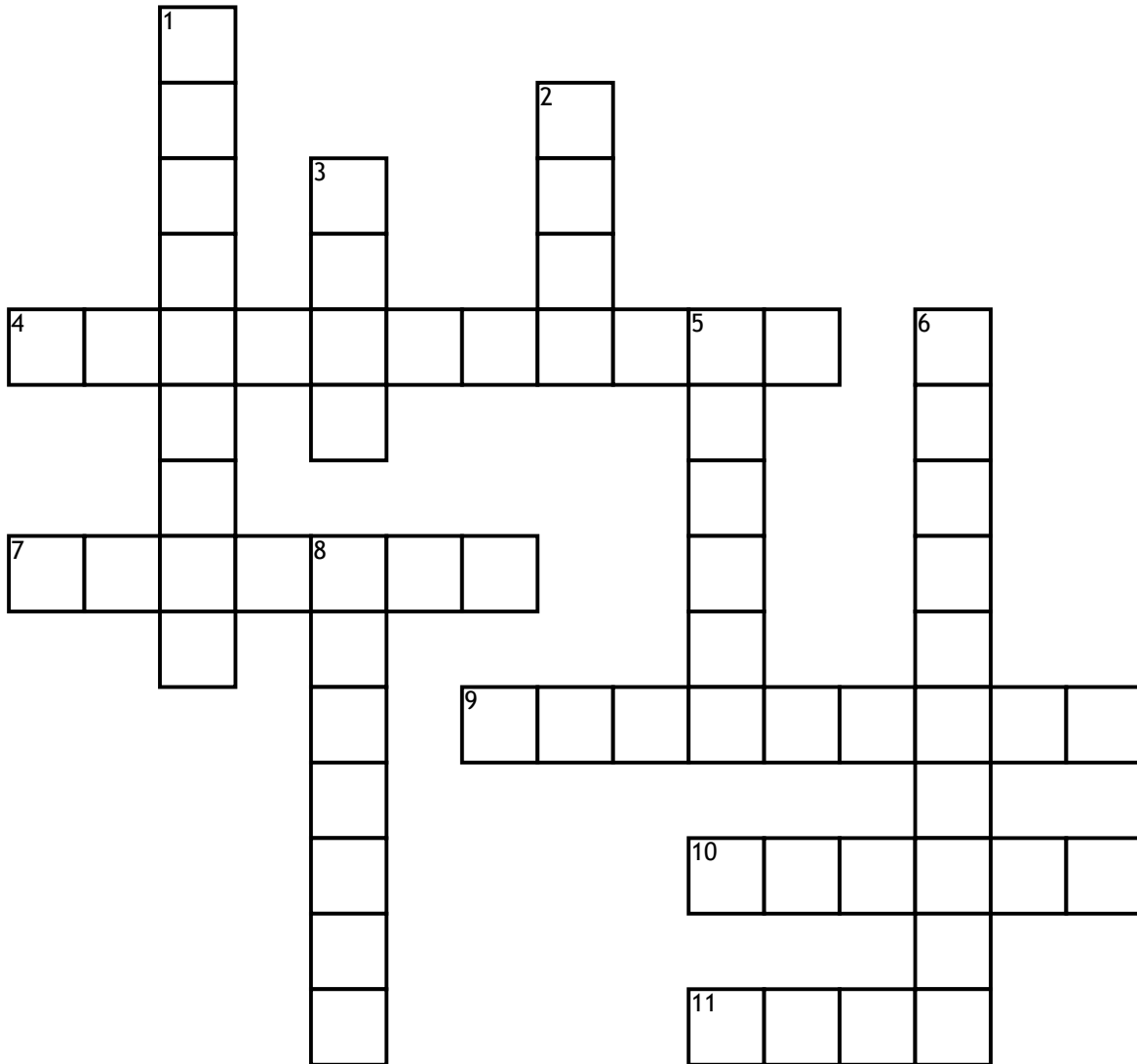


# Guidelines for Lean and Clear Sentences.



## Across

4. Provides direct and specific \_\_\_\_\_.
7. Replace wordy \_\_\_\_\_ and clauses with one or two word synonyms.
9. Combine series of short \_\_\_\_\_.
10. Use strong \_\_\_\_\_ verbs instead of verb phrases.
11. avoiding needlessly \_\_\_\_\_, complex sentences.

## Down

1. Don't put alot of \_\_\_\_\_ in front of nouns.
2. \_\_\_\_\_ sentences to show who did what to whom.
3. Dont scramble information so that the subject and \_\_\_\_\_ are unclear.
5. Combine sentences that end with an \_\_\_\_\_ that starts as subject for the next sentence.
6. Use \_\_\_\_\_ words and phrases.
8. Combine sentences beginning with the same \_\_\_\_\_.