

For instance, the phrases below can be reduced to one word without losing any meaning.

past history	history
end result	result
personal opinion	opinion
plan in advance	plan
cooperate together	cooperate
a large proportion of	many
at this point in time	now
in spite of the fact that	although
due to the fact that	because
for the purposes of	to

Pronouns are words like _____, etc. These words replace more specific words (e.g. the audience, Henry Kissinger, the Magna Carta). It should always be clear who or what the pronoun refers to.

UNCLEAR Professional athletes must have dedicated coaches. They must have physical and psychological stamina.

CLEARER Professional athletes must have dedicated coaches. Athletes must have physical and psychological stamina.

UNCLEAR We enjoy the freedom to practice our religion.

CLEARER Canadians enjoy the freedom to practice their religion.

Pronouns should also match the words they replace: if the original word is plural (e.g. "students"), the pronoun should be plural as well (e.g. "they," not "it"). Words like "it" or "this" are always vague, and should be avoided when possible: your writing will be clearer if you restate the original word.

Parallelism improves readability and prevents wordiness. If you have a list or sequence of 2 or more things in your sentence, make sure they are in the same grammatical form. These things might be items, actions being performed by the same person, a series of questions, etc.

UNPARALLEL Society encourages males and females to act and to be thinking a certain way, and they also dress differently.

PARALLEL Society encourages males and females to act, think, and dress differently.

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