

Writing tips

The ideal English text is easy to read and understand. Good writers usually use plain English words. So your sentences should be simple, clear and well structured.

When writing, remember the following recommendations in mind:

- Use simple language.
- Use simple and clear sentences.
- Write well structured paragraphs (with a topic sentences supporting details and a concluding sentence).
- You may use subordinate clauses but keep them short.
- Prefer active voice to passive voice.
- Avoid slang language.

Sentence

Make your sentences simple and clear.

A sentence always encloses a subject, a verb and , optionally, a complement.

Examples:

- she tells stories.
- She lies.

A sentence may contain subordinate clauses (relative clauses, if clauses...).

Paragraph

Keep the following rules in mind:

- Concentrate on one main point per paragraph. Summarize this point in the first sentence (topic sentence.).
- All sentences that follow support the main point or limit its scope (supporting sentences).
- The last sentence is a summary of the main point of the paragraph and is used as a transition to the next paragraph. (concluding sentence).