

# Write the Right Way



**Be Concise:** the shortest way to say something

## Eliminate empty phrases

Empty Phrases	Single Words
At the present time	Now
For the purpose of	For
In order to	To
In this day and age	Today
It is clear that	Clearly
Due to the fact that	Because
By means of	By
Last but not least	Finally
For the reason that	Because
In the nature of	Like

## Use active voice

**Passive**

The email was sent by the Manager.

**Active**

The Manager sent the email.