



DATA SCIENCE CAPSTONE PROJECT 1

Clear Writing

1) Use effective verbs

Guidelines: _____

Financial statement ratios ^{provide} are a valuable source of information for investors, creditors and other people with an interest in the wellbeing of a company. Liquidity ratios, for example, ^{identify} are a source of information about the debt-paying capacity of a company as well as the equity ratio revealing the equity of the owner as a percentage of total assets.

Being verbs emphasize relationships(e.g. is, are, has, have)

Doing verbs emphasize action(e.g. do, increase, create, affect)

Showing verbs: show, identify, indicate, reveal

Saying verbs: state, explain, outline, argue, suggest, claim(that)

Thinking verbs: think, believe, know

Feeling verbs: like, love, hate, prefer, enjoy

Avoid these verbs: is, are, was, were, has, have

2) Reduce nouns

Guidelines: _____

Authorization by the director may be possible after a **review** of the document in which **the inclusion** of **the provision** of evidence that **the proper management** of the site and **the disposal** of waste have reached **completion** has been affected.

The director may authorize the proposal after reviewing the document, provided there is evidence that there is evidence that the site is properly managed and that waste has been disposed of.

3) Put important information in front



Guidelines: _____

All possible factors are considered before a species is declared endangered by the relevant government department.

The relevant government department considers all possible factors before declaring a species endangered.

4) Reduce unnecessary expressions

- **Guideline: avoid modality** 避免模糊

Examples: It may be redrafted  It will be redrafted. 

- **Guideline: avoid unnecessary words that add no information**

Examples: on a daily basis; in view of the fact that; until such time as; for the period of; the fact that; it is interesting to note that; in today's society; nowadays

- **Guideline: avoid saying the same thing twice**

Examples: future goals; past history; predict future events; unexpected surprise; climb up; emergency situation; large in size; often times; period of time; a confused muddle; oval in shape

- **Guideline: use lexical ties**

reduce coordinating conjunctions and use lexical ties to clarify the relationship between sentences

Examples: On the one hand... On the other hand... First... Second... Third

5) Be consistent

Guidelines for sentences: _____

Example: This is not only dangerous but also it could be illegal.

This is not only dangerous but also possibly illegal.

Example: Most welfare recipients wanted to work rather than handouts.

Most welfare recipients want work rather than handouts.

Most welfare recipients wanted to work rather than to receive handouts

Guidelines for lists: _____

To save petrol in your car:

- drive smoothly
- do not "rev" the engine while idle
- choose the best route
- minimise air conditioning, and
- use public transport whenever possible.

Group activity on editing

Step 1: identify the problems with the sentence, and

Step 2: correct the sentence using clear writing guidelines.

- 1) Our neighbours issued an invitation to us to attend morning tea.

Our neighbours invited us to morning tea.

- 2) This department could perhaps give consideration to sending a government representative to the forthcoming environmental summit.

- 3) Consideration of the application will be made by the committee.

- 4) Provision is made in the design of the building steelwork for full height cladding to be added if required in the future.

- 5) An investigation of the various issues will be undertaken by the committee for the achievement of the strategic purpose of the maximisation of patronage of the library.

- 6) It is recommended that the method of determining all these be reviewed and the nomenclature revised as necessary.

- 7) It is the request of the committee that a review of the data be conducted for the provision of a new report.