

General Rules About Good Writing by George Orwell (a famous English author and essayist) in his 1946 essay “Politics and the English Language.”

- Never use a metaphor, simile or other figure of speech that you are used to seeing in print.
- Never use a long word where a short one will do. (*Don't write in “elevated” language—be simple, straight-forward and clear with your language.*)
- If it is possible to cut out a word, always cut it out.
- Never use the passive where you can use the active.
- Never use a foreign phrase, a scientific word or jargon word if you can think of an everyday equivalent.
- Break any of these rules sooner than say anything outright barbarous.

*And if you do any of these things in the rough draft, that is just fine. Learn to catch yourself while **revising**.*