RULES FOR WRITING CHECKLIST

Never use a metaphor, simile, or other figure of speech which you are used to seeing in print.

Never use a long word when a short one will do.

If it is possible to cut a word out, cut it out.

Never use the passive (“was saved”) when you can use the active (“saved”).

Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.

Break any of these rules sooner than saying something outright barbarous.