

Note: AI-generated report based on "Write it Right\_Tricks of the Trade edited v2.mp3".

## SUMMARY

Start with a simple, concise sentence. Write a sentence with fewer clauses. Keep the clauses next to the subject. Read the first sentence aloud. Write a short sentence. Write a short sentence. Write your sentence in a grammatically correct tone. Use a colloquial style. Use direct words and sentences.

## STRUCTURED NOTES

### ## SENTENCE

- The secret to writing a great sentence is keeping it simple.
- It is a good idea to begin your piece of writing with a simple, one statement sentence to emphasise the substance of what you are trying to say.
- You should always start your sentence with its subject to make the maximum impact on your reader.
- Many students might opt for the first sentence thinking it sounds more mature, but its structure is back to front.
- The second sentence makes its point much more quickly and succinctly.

### ## WRITING

- The secret to writing a great sentence is keeping it simple.
- Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.
- This audio explores some straightforward methods of constructing your writing in a clear, engaging manner and conveying your meaning as directly as possible.
- It is a good idea to begin your piece of writing with a simple, one statement sentence to emphasise the substance of what you are trying to say.
- You could consider it unfair on your reader if he or she has to search for meaning in your writing.

### ## MAKE

- You should always start your sentence with its subject to make the maximum impact on your reader.
- The second sentence makes its point much more quickly and succinctly.
- The sentences make clearer by moving the clause next to its subject, the bikes.

- Most readers will guess what the writer of the first sentence is trying to say, but the clarity of the second sentence means that the reader will not have to make this judgment call.
- Cutting back the number of words in your sentence can also make it more comprehensible.

## ## WORD

- Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.
- Cutting back the number of words in your sentence can also make it more comprehensible.
- Think about the value of each word in this sentence.
- After removing the beginning and the word actually, the same information is conveyed by the shorter sentence, Charles Dickens was not a Londoner by birth.
- Remember that words should earn their keep, so make sure that each one has a purpose.

## ## WORDS

- Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.
- Cutting back the number of words in your sentence can also make it more comprehensible.
- Remember that words should earn their keep, so make sure that each one has a purpose.
- It's unlikely that your reader will be fooled by the idea that long words make you sound clever.
- Cluttering your sentence with too many complicated words can prevent its meaning from being understood at all.

## SMART NOTES

### # Sentence

#### Key Points:

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- You should always start your sentence with its subject to make the maximum impact on your reader.

#### Insight:

→ The secret to writing a great sentence is keeping it simple.

### # Writing

### Key Points:

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### Insight:

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### Key Points:

- You should always start your sentence with its subject to make the maximum impact on your reader.
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### Key Points:

- Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.
- Cutting back the number of words in your sentence can also make it more comprehensible.
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### Insight:

→ Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.

## # Words

### Key Points:

- Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.

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Insight:

→ Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.

## FLASHCARDS

Card 1:

Title: Key Concept

Point 1: Core idea summary

Point 2: Important supporting detail

Point 3: Practical implication

## QUIZ

Q1: What is meant by:

"The secret to writing a great sentence is keeping it simple."

A) The secret to writing a great sentence is keeping it simple.

B) Keeping your sentence untangled can be a nightmare, especially if your thinking is muddled in the first place.

C) When your sentence becomes too long, it is sensible to break it up into more sentences with fewer clauses.

D) You might be forgiven for wondering whether the bikes are aching this fast, or the men can run its superhuman speed.

Answer: A

Q2: What is meant by:

"Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read."

A) Consider this confusing sentence.

B) Although these ways of organising your thoughts into writing are straightforward, if you don't get it right first time then work on your piece.

C) Usually writers who employ more obscure words are trying to sound impressive but can appear pretentious.

D) Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.

Answer: D

Q3: What is meant by:

"This audio explores some straightforward methods of constructing your writing in a clear, engaging manner and conveying your meaning as directly as possible."

- A) It is a good idea to begin your piece of writing with a simple, one statement sentence to emphasise the substance of what you are trying to say.
- B) Fast bikes, some with speeds exceeding 200 miles per hour, are an obsession of many men.
- C) This audio explores some straightforward methods of constructing your writing in a clear, engaging manner and conveying your meaning as directly as possible.
- D) You should always start your sentence with its subject to make the maximum impact on your reader.

Answer: C

Q4: What is meant by:

"The best writers start paragraphs snappily."

- A) The best writers start paragraphs snappily.
- B) Many people imagine that good writers use words in a complicated way, but the tricks of the trade are all about making your writing easy to read.
- C) Cutting back the number of words in your sentence can also make it more comprehensible.
- D) The sentences make clearer by moving the clause next to its subject, the bikes.

Answer: A

Q5: What is meant by:

"It is a good idea to begin your piece of writing with a simple, one statement sentence to emphasise the substance of what you are trying to say."

- A) It is a good idea to begin your piece of writing with a simple, one statement sentence to emphasise the substance of what you are trying to say.
- B) A deeply conservative attitude has always been characteristic of the Labour Party.
- C) If you want to develop your skills further, ask your bookseller for a copy of Write It Right by John Peck and Martin Coil, published by Paul Grave McMillan.
- D) The secret to writing a great sentence is keeping it simple.

Answer: A

