**Summary Document– Week 4**

In week 3, we learned paragraphing skills (macro level writing skills). This week, we will learn the art of making powerful sentences (micro level writing skills) in a paragraph. Remember these key points:

* 4 types of sentences: Simple, compound, complex, complex-compound. Practice these sentences to improve your sentence structuring skills and make your writing more interesting and dynamic.
* Sentence Length: It varies, but consider revising sentences over 15 words.
* One idea per sentence. This rule is similar to one idea per paragraph*. (Do you remember our topic sentence rule from last week??* ☺ ) .
* Keep subjects and verbs close together.
* More action verbs=clearer sentence (think about verb/word) ratio.
* Consider tone : Direct/Indirect
* Avoid “Be” verbs. Avoid “there is/there are”.
* Use active voice for clarity.
* Reread your sentence and delete any unnecessary words. Practice this throughout the semester while completing assignments. You will see substantial improvement in your writing quality. This will also help you to provide in depth analysis (and more meaningful content) in limited words assignments.
* Language should be adapted according to audience. Avoid pompous language.