

SENTENCE IMPROVEMENT

(Use this handout to take notes, and circle those that present a problem for you.)

Sentences should be:

- **Complete and mature-** Common errors include:
 1. Fragments-
 2. Comma faults-
 3. Run-on sentences-
 4. Rambling sentences-

- **Clear and exact-** To write clearly, avoid the following:
 1. Incomplete comparisons-
 2. Ambiguous wording-
 3. Indefinite references-
 4. Misplaced modifiers-
 5. Dangling modifiers-

- **Concise and natural-** Guard against the following errors:
 1. Wordiness-
 2. Flowery language-
 3. Deadwood-
 4. Trite expressions-
 5. Euphemisms-
 6. Jargon-
 7. Cliché-

- **Smooth and graceful-** Mistakes to avoid are:
 1. Period faults-
 2. Split construction-
 3. Mixed construction-

- **Correct and appropriate-** Avoid using the following:
 1. Nonstandard language-
 2. Double negatives-

- **Logical and consistent-** Some errors you'll want to avoid are:
 1. Upside-down subordination-
 2. Anticlimax-
 3. Inconsistent (nonparallel) construction-
 4. Shifts in construction-

SOURCE: *Writer's Inc.*