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| Level | Recommendation |
| 2 | Avoid the word *it* |
| 2 | Insert a noun or noun phrase after *this* or *these* |
| 2 | Replace hazy verbs—such as *came, come, do, done, for, get, got, give, gave, held, hold, look, view, seen, make, made, occur, put, run, ran, took, take, have, has,* and *had*—with more precise alternatives |
| 2 | To write concisely, condense phrase that include the words *aim to*, *aimed to*, *aims to,* *in terms of, in regard to, in respect to, in relation to, in order to, fact that,* and *at this* |
| 2 | Replace *a number of* with a more specific quantity |
| 2 | Use emotive words, such as *very* and *extremely*, sparingly if at all |
| 2 | Insert conditional clauses—clauses that start with *when, during, while, after, before, at, by, if and to*—earlier in the sentence, often at the beginning |
| 3 | Often, replace *impact*, *affect,* and *influence* with a positive or negative term |
| 3 | Insert the word only before the term or phrase this word is supposed to modify |
| 3 | In general, avoid the word *there* |
| 4 | Replace ambiguous pronouns, like *those, others*, and *one,* with more specific alternatives |
| 4 | Avoid metaphors and informal or colloquial phrases |
| 5 | Include connecting words, such as *likewise, in contrast,* or *indeed* |
| 5 | Avoid too many acronyms |
| 6 | Replace vague quantities, such as a *lack* and *little*, with more precise alternatives |
| 6 | Do not use *since, as,* and *while* as substitutes of *because, whereas,* or *although* |
| 6 | Check your sentences are complete, especially if they contain *whereas, although*, *for example,* or begin with a number like *first* |
| 7 | Omit redundant words and phrases, such as *it is noteworthy that, needless to say, in size, in shape, in colour, the month of,* and *a total of* |
| 7 | Avoid contractions, such as *can’t, don’t,* and *won’t* in formal writing |
| 8 | Reduce tautologies, such as summarise briefly, to one word if possible |
| 8 | To write concisely, attempt to diminish the length of verbose phrases—phrases that often include the words *of, there,* or *that* |
| 9 | Utilise *therefore, thus,* and *hence* only if one phrase or sentence follows logically from the previous phrase or sentence |
| 9 | If a sentence comprises many parts, these parts should conform to the same basic grammar |
| 10 | Learn the difference between *which, that, who, affect, effect, fewer, less, comprise*, and *include* |