



## Them Rules!

Compiled from lists attributed to William Safire, George Trigg and other sources.

1. Avoid run-on sentences they are hard to read.
2. No sentence fragments.
3. It behooves us to avoid archaisms.
4. Don't use no double negatives.
5. In my opinion I think that an author when he is writing shouldn't get into the habit of making use of too many unnecessary words that he does not really need in order to put his message across.
6. *It is important to use italics for emphasis sparingly.*
7. Check close to see if you any words out, and be careful to check everthing for spelling.
8. Its important to use apostrophe's right.
9. Verbs has to agree with their subjects.
10. Writing carefully, dangling participles should not be used.
11. Foreign words and phrases are not always apropos.
12. Do not be redundant; do not use more words than necessary; it's highly superfluous and can be excessive
13. You'll look poorly if you misuse adverbs.
14. There are so many great grammar rules that I can't decide between them.
15. Don't use commas, which aren't necessary.
16. Also, always avoid awkward or affected alliteration.
17. Don't verb nouns.
18. If I've told you once, I've told you a thousand times: Resist hyperbole.
19. All generalizations are bad.
20. Don't use commas, which aren't necessary.
21. Avoid trendy locutions that sound flaky.
22. Just between you and I, case is important.
23. Join clauses good, like a conjunction should.
24. Note: People just can't stomach too much use of the colon.
25. Kill all exclamation points!!!
26. Never use a long word when a diminutive one will do.
27. Each pronoun agrees with their antecedent.
28. In a letter themes reports articles and stuff like that we use commas to keep a string of items apart.
29. The active voice is preferred.
30. Use words correctly, irregardless of how others use them.
31. Don't abbrev.
32. Parenthetical remarks (however relevant) are (usually) unnecessary.

33. Avoid going out on tangents unrelated to your subject -- not the subject of a sentence --that's another story (like the stories written by Ernest Hemingway, who by the way wrote the great fisherman story *The Old Man and the Sea*).
34. Eschew obfuscation.
35. Last but not least, avoid cliches like the plague.

## Similarly...

1. The passive voice was preferred by her.
2. The passive voice is to be avoided at all costs.
3. The word which is used when what comes after it is crucial to the meaning of the sentence.
4. The dog was beaten by his owner.
5. All these sentences can be rewritten.
6. The thing to include in your sentences is subjects.

## George Orwell's six rules of writing

1. Never use a metaphor, simile, or other figure of speech that you are used to seeing in print.
2. Never use a long word where a short one will do.
3. If it is possible to cut a word out, always cut it out.
4. Never use the passive where you can use the active.
5. Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.
6. Break any of these rules sooner than say anything outright barbarous.

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