

# Writing Clearly

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**Writing clearly** means delivering your message so that readers easily understand it. To write clearly, use specific, precise words. Write sentences that guide readers and have no extra words.

**Unclear** My problem was the stuff in my closet so it kept me from getting ready in the morning.

**Clear** I had extra clothes, toys, and shoes in my closet. I couldn't find what I needed, so I was late to school.

Follow these steps to write clearly:

- Use specific, precise words instead of vague or general ones.
  - Use words such as *so* and *because* that show how ideas are related.
  - Make sure words such as *it* or *they* clearly refer to specific persons or things.
  - Make sure your sentences are not wordy.
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**Directions** Rewrite each sentence to make it clearer. **Possible answers:**

1. I like piano lessons better than soccer, so I do it twice a week.

**I like piano lessons better than soccer, so I take piano twice a week.**

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2. We need money because the fields and uniforms are old, and they are full of weeds.

**We need money for new uniforms and field improvement.**

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3. The firefighters talk to kids about fire prevention, so they know how to do it.

**The firefighters talk to kids about fire prevention, so kids know how to prevent fires.**

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**Directions** Write a sentence about a problem you have solved in school. Make sure the sentence states your meaning clearly. **Possible answer:**

**I made a list to help me remember which textbooks to take home with me.**

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