

BAKERISMS

- ACTIVE INSTEAD OF PASSIVE VOICE
- NO "ID."S — USE SHORT CITE FORM INSTEAD
- KEEP SENTENCES SHORT/SIMPLE
- BOLD ALL HEADINGS
- AVOID PREPOSITIONAL PHRASES
- AVOID FOOTNOTES

DON'T USE:

ADDRESSES

ADEQUATE NUMBER OF.....

AND/OR.....

AS TO.....

AT THIS POINT IN TIME.....

AT THE PRESENT TIME.....

AT THE TIME WHEN.....

CONCERNING

CONSTITUTES.....

DUE TO THE FACT THAT.....

DURING SUCH TIME AS.....

EXCESSIVE NUMBER OF.....

FAILED.....

FOR THE REASON THAT.....

FRED SMITH [SMITH].....

IN THE EVENT THAT.....

IN THE NEAR FUTURE.....

IN FAVOR OF.....

INDICATES.....

IS ABLE TO.....

NOT ENTITLED TO.....

NOTWITHSTANDING THE FACT THAT.....

ON THE GROUND THAT.....

ON A DAILY BASIS.....

PORTION.....

PRIOR TO.....

REGARDING.....

SINCE

SUBSEQUENT TO.....

SUFFICIENT NUMBER OF.....

SUFFICIENT.....

USE:

CONSIDERS

ENOUGH

OR

ABOUT

NOW

NOW

BEFORE - WHEN

ABOUT

IS

BECAUSE

WHILE

TOO MANY

DID NOT

BECAUSE

SMITH

IF

SOON

FOR

SHOWS

CAN

COULD NOT

DESPITE

BECAUSE

DAILY

PART

BEFORE

ABOUT

BECAUSE

AFTER

ENOUGH

ENOUGH

