

George Orwell's Guidelines for Clear Writing

- I. Never use a metaphor, simile, or other figure of speech that you are used to seeing in print.
 - II. Never use a long word where a short one will do.
 - III. If it is possible to cut a word out, always cut it out.
 - IV. Never use the passive where you can use the active.
 - V. Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.
 - VI. Break any of these rules sooner than say anything outright barbarous.
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Examples of Jargon Words and their Plain English Equivalents

Jargon	Plain English
Advantageous	Helpful, Useful
Execute	Do
At the present time	Now
Discontinue	End
Enumerate	Count
Inquire	Ask
For the purpose of	To
Forthwith	Now
Give consideration to	Consider
Granularity	Detail
In a timely manner	Quickly
In excess of	More than
In view of the fact that	Because
On numerous occasions	Often