

EFFECTIVE WORD CHOICE

6...

- A. Every word contributes to the main message.
- B. I selected words with just the right shade of meaning.
- C. I got rid of clutter. Every word counts.

5...

- A. Most of my words and phrases are clear.
- B. I used words that have the right meaning for my message.
- C. I got rid of most clutter. I don't think it's a problem.

4...

- A. My words are usually clear. The reader can figure out my main idea.
- B. A few words should be replaced with more precise synonyms.
- C. My writing has some clutter. I could cut some word or phrases.

3...

- A. My word choice is unclear in many places. The reader *might* guess my main idea.
- B. Some of my words should be replaced with more precise words.
- C. My writing is cluttered. I used too many words I did not need, or else my descriptions are too sketchy.

2...

- A. My words are *very* unclear. I did not always know the meaning myself.
- B. Many words should be replaced with more precise words.
- C. I do not know for sure whether I used too many words or not enough words. I just wrote.

1...

- A. My words are hard to understand. They are vague - or I just guessed which word to use.
- B. My message is unclear because I have used words inappropriately.
- C. Maybe I used too many words. I don't know.

