



Revising Paragraphs

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PowerPoint®
for the
Classroom



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Coherence



A blurred background image of a classroom with blue chairs and wooden desks.

Introduction

Can your reader make clear logical connections between your sentences? Is your main idea obvious? Do you provide lots of information to support what you say? If you answered “yes,” to all of these questions, congratulations! You have achieved *coherence*.

The word “coherence” literally means “a sticking together.” You can think of coherence as a gift to your reader, because it allows them to understand what you mean.

Introduction

While you are working on keeping your writing coherent, you may find the steps below useful.

1. Support your ideas with evidence.
2. Ground all information in context.
3. Remove nonessential information from the paragraph.
4. Use transitions to connect your ideas.



Clarity

Saying What You Mean

In these first few slides, we are going to discuss some ways to achieve clarity in your writing.

We'll discuss the following topics:

Using Simple, Concrete Words, Rather than Complex Phrases

Eliminating Filler Words and Phrases

Using Active Verbs, Rather than Passive Verbs

Making Antecedents Clear

Using Modifiers Correctly



*Using Simple, Concrete Words,
Rather than Complex Phrases*

Using Simple, Concrete Words, Rather than Complex Phrases

Using Simple, Concrete Words, Rather than Complex Phrases

Words that are too elaborate slow your reader down and draw attention away from your ideas. In order to be clear, use the simplest, most concrete word that suits your purpose.

For instance,

Rather than saying: increase personal productivity

Say: do more work

Rather than saying: consume plant-based products

Say: eat vegetables

Remember: your thesaurus is your friend, but it shouldn't become your reader's enemy!

Using Simple, Concrete Words, Rather than Complex Phrases

Sometimes you will find that you can eliminate a whole group of words and still keep the meaning of your idea. The **highlighted words** in each sentence below can be removed:

Sleep deprivation may lead to **the onset of** mental illness.

Sleep deprivation may lead to mental illness.

The lifeguards cautioned boaters to watch out for people **who would be** swimming in the lake.

The lifeguards cautioned boaters to watch out for people swimming in the lake.