

Ch 13

Style & Suage

Consistency

- Use same term throughout doc
- Use same noun/verb structure in lists
- Use same org. method throughout doc

Concise

- Usually, say it only once
- Avoid redundant/legalese
- Etc. (see lists)

Clear 'n Simple

- Short sentences
- Simple sentence structure
- Present tense
- Simple, ordinary words
- Avoid words ending “-ee” and “-or”
- Compound adjectives noun phrases

Appostrophe (p.267)

- James's case (singular)
- Lawyers' presentations (plural)
- 20-days notice
- Mr. and Mrs. Brown are the Browns

Quotation Marks (p.270)

- Commas and periods inside
- Colons and semi-colons outside

Misused

- affect and effect
- farther and further
- in regard(s) to
- (ir)regardless
- like and as
- principle and principal