

# Orwells rules of good writing

1. Never use a metaphor, simile or other figure of speech which you are used to seeing in print
2. Never use a long word where a short one will do
3. If it is possible to cut out a word, always cut it out
4. Never use the passive when you can use the active
5. Never use a foreign phrase, a scientific word or jargon word if you can think of an everyday English equivalent
6. Break any of these rules rather than say anything outright barbarous



# Good Writing For Business

**RC Schank**



**Good Writing For Busineb:**

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