Writing Style: Clarity and Action

1. Go to the WRC reception desk and ask to check out Joseph M. Williams’ Style: Lessons in Clarity and Grace. You will need a driver’s license or other photo identification to check this book out for use in the WRC.

2. Read the first part of lesson 3, found on pages 33-39.

3. Answer the following questions about your reading on a separate sheet of paper:
   a. What is a verb?
   b. What is a simple subject?
   c. What is the first principle of clarity? Write your own original example and label the simple subject and the verb in your example.
   d. What is the second principle of clarity?
   e. Define “nominalization” and write your own original example of one.

4. Now is a good time to STOP and visit an instructor or a tutor to review your answers. Write any questions you may have below before you go, and get a signature when you finish.

Instructor name

Date

Once you are ready, go on to #5.

5. Complete exercise 3.2 and 3.3. For exercise 3.2, choose 10 of the 25 words listed on page 40. For exercise 3.3, use the same 10 words you chose for exercise 3.2.

6. Before reviewing your answers with an instructor or tutor, use the space below to write any questions you still have about subjects, verbs, and/or nominalizations:

7. Review your answers with an instructor or tutor in the WRC. Have that person sign and date this sheet.

instructor/Tutor signature

Date

DLA #1A.7/SLO: Eng. 1A/B