

Sentences that are clear and easy to read are more persuasive and more user-centered. The Paramedic Method, developed by Richard Lanham, is one of the best strategies for clarifying your sentences. It helps:

- ❑ Reduce your word count by eliminating unnecessary words
- ❑ Activate your sentences by eliminating passive voice and redundancies
- ❑ Improve the overall readability of your sentences

### Seven Simple Steps:

1. Circle the prepositions
2. Draw a box around any “to be” verbs
3. Ask, “Where’s the action?” Underline it.
4. Change the action into a simple verb
5. Move the “doer” into the subject position
6. Eliminate any unnecessary slow wind-ups
7. Eliminate any redundancies

In this paragraph is a demonstration of the use of good style in the writing of a report.

- The “doer” is the paragraph.
- “of the use of” is unnecessary.
- Some of these prepositional phrases can become adjectives.

→ **This paragraph demonstrates good style in report writing.**

The point I wish to make is that the employees working at this company are in need of a much better manager of their money.

- The “doers” are the employees.
- “The point I wish to make” is unnecessary.
- Some of these prepositional phrases can become adjectives.

→ **This company’s employees need a much better money manager.**

## **You Try!**

It is widely known that the engineers at Sandia Labs have become active participants in the Search and Rescue operations in most years.

After reviewing the results of your previous research, and in light of the relevant information found within the context of the study, there is ample evidence for making important, significant changes to our operating procedures.

It is a matter of the gravest possible importance to the health of anyone with a history of a problem with disease of the heart that he or she should avoid the sort of foods with a high percentage of saturated fats.