

**CRITICAL THINKING IS A SET OF TECHNIQUES.  
YOU JUST NEED TO LEARN THEM.**

## WHAT **NOT TO DO** IN YOUR WRITING...

---

POINT 1. **DON'T TRY TO SOUND TOO CLEVER OR 'ACADEMIC'.** DON'T TRY TO SOUND LIKE SOMEBODY OR SOMETHING YOU ARE NOT. CLARITY IS THE BEST POLICY: FOR YOU AND FOR YOUR READER.



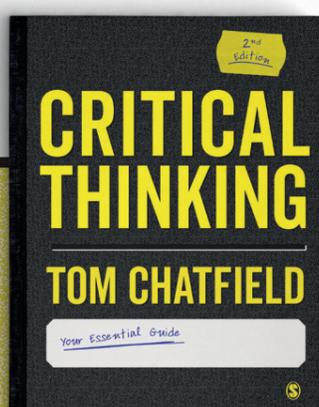
POINT 2. **DON'T GO WITH YOUR FIRST DRAFT.** LEAVE YOURSELF TIME TO READ AND RE-READ WHAT YOU HAVE WRITTEN, TO EDIT YOUR WORK AND TO MAKE SURE IT ISN'T FULL OF UNNECESSARY ERRORS.



POINT 3. **NEVER COPY AND PASTE ANYTHING UNLESS IT'S A QUOTATION.** NEVER PASS OFF OTHERS' WORK AS YOUR OWN OR USE THEIR POINTS WITHOUT ACKNOWLEDGEMENT.



POINT 4. **WHILE WORKING ON A LONG PROJECT, DON'T GET STRESSED OUT AND LOST IN DETAIL.** IF YOU'RE LOSING PERSPECTIVE, TAKE A BREAK – STEP AWAY FROM THE SCREEN, THEN REVISIT YOUR WORK WHEN YOU'RE READY.



**#TALKCRITICALTHINKING**

**SAGE**  
Publishing

**CRITICAL THINKING IS A SET OF TECHNIQUES.  
YOU JUST NEED TO LEARN THEM.**

## **PRACTICAL ~~TIPS~~ PRINCIPLES FOR REWRITING...**



POINT 1. **BE BRIEF**: LOOK FOR UNNECESSARILY WORDY PHRASES THAT CAN BE REPLACED BY SIMPLER, SHORTER ONES.

POINT 2. **BE CLEAR**: LOOK FOR LONG, COMPLEX SENTENCES THAT WOULD BE BETTER OFF AS SEVERAL SHORTER ONES.

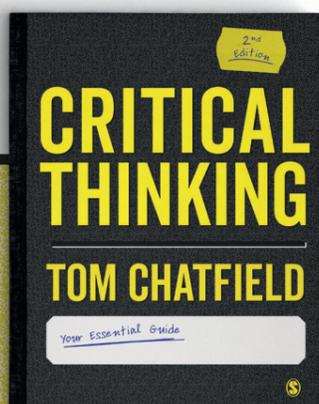


POINT 3. **CLARITY ISN'T THE SAME AS PRECISION**: IT'S MUCH MORE IMPORTANT TO SAY CLEARLY WHAT YOU MEAN THAN TO OBSESS ABOUT DEFINING EVERY TERM PRECISELY.



POINT 4. **GUIDE YOUR READER**: USE SIGNPOSTING WORDS AND LINKS TO CLARIFY THE FLOW OF YOUR IDEAS.

POINT 5. **REVISE RADICALLY**: DON'T BE AFRAID TO SHIFT AROUND SENTENCES AND PARAGRAPHS AS MUCH AS NEEDED TO IMPROVE STRUCTURE AND FLOW.



**#TALKCRITICALTHINKING**

**SAGE**  
Publishing

# CRITICAL THINKING

IS A SET OF TECHNIQUES. YOU JUST NEED TO LEARN THEM.

## WHAT NOT TO DO IN YOUR WRITING...

POINT 1. **DON'T TRY TO SOUND TOO CLEVER OR 'ACADEMIC'.** DON'T TRY TO SOUND LIKE SOMEBODY OR SOMETHING YOU ARE NOT. CLARITY IS THE BEST POLICY: FOR YOU AND FOR YOUR READER.

POINT 2. **DON'T GO WITH YOUR FIRST DRAFT.** LEAVE YOURSELF TIME TO READ AND RE-READ WHAT YOU HAVE WRITTEN, TO EDIT YOUR WORK AND TO MAKE SURE IT ISN'T FULL OF UNNECESSARY ERRORS.

POINT 3. **NEVER COPY AND PASTE ANYTHING UNLESS IT'S A QUOTATION.** NEVER PASS OFF OTHERS' WORK AS YOUR OWN OR USE THEIR POINTS WITHOUT ACKNOWLEDGEMENT.

POINT 4. **WHILE WORKING ON A LONG PROJECT, DON'T GET STRESSED OUT AND LOST IN DETAIL.** IF YOU'RE LOSING PERSPECTIVE, TAKE A BREAK – STEP AWAY FROM THE SCREEN, THEN REVISIT YOUR WORK WHEN YOU'RE READY.

CRITICAL  
THINKING

TOM CHATFIELD

Your Essential Guide

#TALKCRITICALTHINKING

SAGE  
Publishing

# CRITICAL THINKING

IS A SET OF TECHNIQUES. YOU JUST NEED TO LEARN THEM.

## PRACTICAL ~~TIPS~~ PRINCIPLES FOR REWRITING...

POINT 1. **BE BRIEF:** LOOK FOR UNNECESSARILY WORDY PHRASES THAT CAN BE REPLACED BY SIMPLER, SHORTER ONES.

POINT 2. **BE CLEAR:** LOOK FOR LONG, COMPLEX SENTENCES THAT WOULD BE BETTER OFF AS SEVERAL SHORTER ONES.

POINT 3. **CLARITY ISN'T THE SAME AS PRECISION:** IT'S MUCH MORE IMPORTANT TO SAY CLEARLY WHAT YOU MEAN THAN TO OBSESS ABOUT DEFINING EVERY TERM PRECISELY.

POINT 4. **GUIDE YOUR READER:** USE SIGNPOSTING WORDS AND LINKS TO CLARIFY THE FLOW OF YOUR IDEAS.

POINT 5. **REVISE RADICALLY:** DON'T BE AFRAID TO SHIFT AROUND SENTENCES AND PARAGRAPHS AS MUCH AS NEEDED TO IMPROVE STRUCTURE AND FLOW.

CRITICAL  
THINKING

TOM CHATFIELD

Your Essential Guide

#TALKCRITICALTHINKING

SAGE  
Publishing