|  |  |  |  |
| --- | --- | --- | --- |
| **Institutional style** | **Yes/No** | **Example** | **How could you rephrase?** |
| **Branching and unnecessary complexity** |  |  |  |
| **Noun-based writing** |  |  |  |
| **Passive verbs** |  |  |  |
| **Unnecessary words** |  |  |  |
| **Inappropriate jargon, foreign terms, acronyms** |  |  |  |
| **Elegant variation** |  |  |  |