This is a quick check list that you can use, to strengthen continuity of thoughts so that your writing is cohesive and does the work you want it to do:

- **Add context** to provide sufficient background. To do this, you may have to define new technical terms, or concepts.

- **Explain the significance** of the data reported: why does the data matter? What does it demonstrate?

- **Quantify how much or how many**, using the appropriate unit of measure, when using comparatives, or adjectives: hot, cold, high, low, increase, decrease, etc.

- **Specify the agent of actions**, if the agent isn’t evident from the context.

- **Trim excessive nominalizations** (development, maintenance) where possible.

- **Eliminate superfluous** phrases and sentences: remove excessive or obvious statements.

- **Clear up any ambiguous statements**: is the statement unnecessarily complex, or could it be misinterpreted?

- **Check for logical connections** within and between sentences: do your ideas flow smoothly from idea to the next?

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