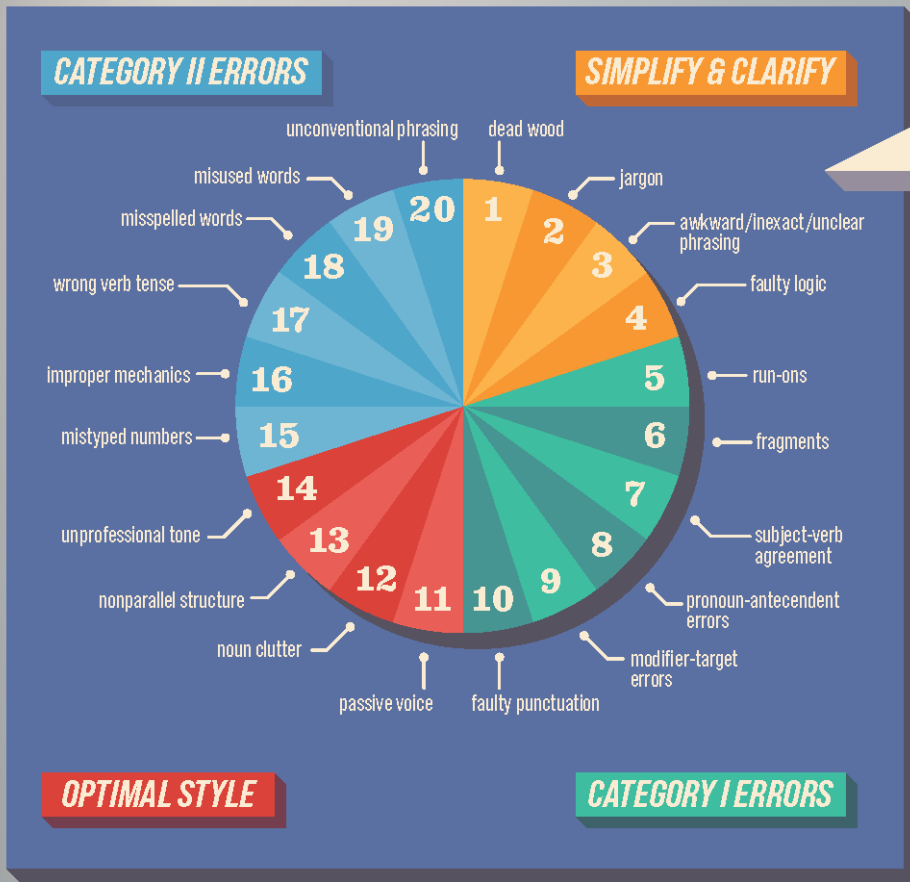


# SENTENCE OPTIMIZATION

## 20

### OPPORTUNITIES for IMPROVEMENT (OFIs)



## 4 PROGRESSIVE GROUPINGS

- ▶ Sentence-level flaws that interrupt concision and clarity  
**Simplify & Clarify: OFIs #1 – 4**
- ▶ Critical errors related to grammar and punctuation mistakes  
**Category I Errors: OFIs #5 – 10**
- ▶ Constructions that do not necessarily violate basic grammar rules but result in non-optimal sentence style  
**Advance Optimal Style: OFIs #11 – 14**
- ▶ Less critical errors that interrupt smooth reading of sentences and mar their professional luster  
**Minimize Category II Errors: OFI #15 – 20**

## CONSIDERATIONS

### USEFUL FOR ALL WRITERS

Dividing the 20 OFIs into four progressive groupings is useful for all writers, because this scheme assigns first priority to learning how to identify and repair errors that are most interruptive to readers.

### HELPFUL FOR MULTILINGUAL SPEAKERS

The system encourages multilingual speakers to develop expertise in the first 19 OFIs.

### UNDERSTANDING OF BASIC GRAMMAR

The sentence optimization chapters assume that you have an internalized understanding of basic grammar and that this understanding allows you to compose sentences.

