

**FIGURE 10.2 Flowchart for Evaluating Your Word Choice**

## QUESTIONS

**1.** Have you used an appropriate tone and level of diction? (To find out, imagine that you are talking to a member of your audience. Look for and circle any words or phrases that seem too formal or too informal, especially any slang or jargon.)

**YES**

**2.** Have you chosen words with appropriate connotations? (To find out, look for and circle any words whose connotations do not fit your intended meaning and whose connotations you are unsure of.)

**YES**

**3.** Is your language concrete and specific? (To find out, look for and circle any general, vague words that contribute little or no meaning.)

**YES**

**4.** Have you used fresh, appropriate figures of speech? (To find out, look for and underline any expressions that sound trite or overused.)

## REVISION STRATEGIES

**NO**

- Replace circled words and phrases with language appropriate for your audience.

**NO**

- Check a dictionary, if necessary, and replace circled words with more appropriate words.

**NO**

- Replace circled words with concrete, specific words.

**NO**

- Replace the underlined expressions with fresh and appropriate figures of speech.