



## Clarity and Tone

Writing Center Hours: 8:30 AM - 8:30 PM M-Th,  
8:30 AM- 4:30 PM F, 1:00 PM - 5:00 PM S-S  
Email: okc.tutoring@okstate.edu  
Phone: 405-945-3278

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**Definition:** Clarity is the quality of being coherent and intelligible. Tone in writing is the attitude your words employ.

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**Clarity:** The trick to clear writing is a concise logic and flow to your work. Ideas should flow clearly from one to the next.

1. Thesis (your main point)



2. Reason 1 (supporting your thesis)



3. Explain your reason 1



4. Transition to the next reason



*Repeat 2-4 for every reason you have to support your thesis*



5. Summarize your reasons



6. Restate your thesis



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**Tone:** Essays should have an academic tone. This can be done by presenting your writing professionally instead of conversationally.

**Avoid:** Contractions, 2nd person (you, your), grammatical errors, slang

**Include:** Variety of sentence lengths, correct grammar, a clear structure, topic sentences, and transitions

Which paragraph has an academic tone?

<p>Potatoes are dope. You can fry em, bake em, scallop em. My mom makes the best homemade french fries that will make your mouth water. Never can go wrong with a good potato. Potato salad is pretty cool too, if you like that sort of thing. Me? I like them one way - fried!</p>	<p>Potatoes are perhaps one of the greatest gifts from mother nature. Their versatility makes them great for baking, frying, or even scalloping potatoes. One awesome example of how one can utilize the potato is none other than the common french fry.</p>
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