



# *Do you know what to say before writing or speaking?*

- Saying less you communicate more
- Being "concise" may not be consistent with your native culture's communication values
- Your ability to distil what you want to say into its essence is a good skill

Being Concise



Step One

1

# **MORE DETAILED INSTRUCTIONS FOR HOW TO IMPLEMENT STEP 1 OF THE CLEAR METHOD**

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A. Ask yourself, “What are my opinions on this topic?” Spend 15 to 20 minutes writing down your opinions



EXPLORE

OPINIONS

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B. When the time is over, reread all of your answers. Cross out any that you are sure you do not want to use.



- What is off topic or not an opinion;
- An opinion if it is one you often express;
- Get rid of all predictable opinions