

[illegible]

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





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

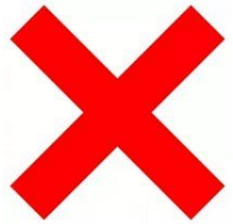
A. Ask yourself, “What are my opinions on this topic?” Spend 15 to 20 minutes writing down your opinions



EXPLORE

OPINIONS

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