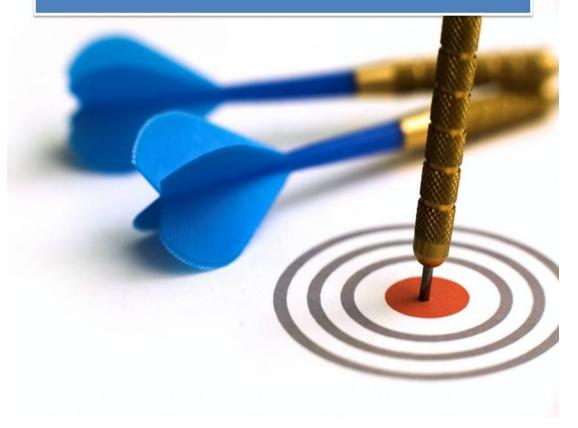
## Step 1 – Convey your concise opinion



## 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

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



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

 $\Box$  What is off topic or not an opinion;



□ An opinion if it is one you often express;

□ Get rid of all predictable opinions

Marina Efremova