**Consistent Style and Tone**

To maintain a consistent style and tone, be sure that you say what you mean. The more you know about what you are writing or speaking about, the more precise your message will be. The style and tone should match your purpose for communicating and should be consistent throughout the message.

Avoid these common mistakes that interfere with maintaining a consistent style and tone.

* + Avoid using too many words. Don’t add words just to fill the page or to sound more knowledgeable about a topic. These “filler” words don’t add anything to the meaning of the message. Filler words cause delays and distract from what you’re trying to say.

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| Sentence with too many filler words: *Almost all of the children usually thought that the ending of the story was a surprise for all*.  Better example: *Most children thought the ending of the story was a surprise*. |  |
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* + Avoid using two words that mean the same thing.

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| Sentence with two words that mean the same thing: *All too often people frequently remember only the hardships and difficulties of the journey*.  Better example: *People frequently remember only the difficulties of the journey*. |  |
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* + Avoid a choppy style by varying sentence length and structure.

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| Example of choppy style: *George Washington is known as the father of our country. He commanded the revolutionary army. He served as the first president*.  Varied sentence lengths and patterns: *Known as the father of our country, Washington served as the first president. Earlier, he had commanded the revolutionary army*. |  |