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# **Pro Tips for Professional Writers**

## **Part II: Logic, Clarity, and Precision**

Joint Academy of the  
Business License Officials Association and the  
Municipal Finance Officers, Clerks, and Treasurers Association

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## Notes

1. Neither of our Canadian clients were available to meet on Thursday.
2. Everyone in the courtroom had been asked to empty their pockets before entering.
3. The reason why the briefs were late was because essential information about the case was missing from the files.
4. The students were given advance warning about the first-year law school experience.
5. Tuition does not include incidental expenses (e.g., food, books, utilities, etc.).
6. The judge made it clear to the accused that assault with intent to kill is a serious crime during the trial.
7. To reschedule the hearing, an available date had to be identified.
8. Prepare to stop when flashing.
9. I had to remember to keep the conversation between my client and **(I me myself)**.
10. Meredith gave the briefs to Harold and **(I me myself)**.

## Notes

11. We hired Ms. Williams because we recognized that no one else was as skilled as **(she her)**.
12. **(Who Whom)** shall we say is calling?
13. The attorneys will select jurors **(who whom)** they believe will have sympathy for their client.
14. The judge will sentence **(whoever whomever)** the jury finds guilty.
15. The judge felt **(badly bad)** about having to sequester the jury.
16. Stan did not convince the jury of his client's innocence because he presented the evidence **(badly bad)**.
17. The attorneys in our firm are **(anxious eager)** for their new computers to arrive.
18. The partners are **(anxious eager)** because the fiscal year is only half over and the firm is already over budget.
19. **(Less Fewer)** people appear to have voted in this year's presidential election than in the last one.

## Notes

20. **(Lay lie)** the book on the table.
21. When the trial was finally over, I went home and **(laid lay)** down for an hour.
22. Mr. Thompson was such a slow worker that he **(drug dragged)** the rest of us down with him.
23. We left early that morning to **(insure ensure assure)** that we would arrive before six o'clock.
24. He was concerned about the progress of the campaign, so we tried to **(insure ensure assure)** him that he was ahead in the polls.

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