

10 Practical Writing Tips

with Ms. Charlotte



Course Syllabus 課程大綱

Tip 1

Vary sentence rhythm and emphasis with the forward movement of clause adverb phrases
用子句副詞組的移前來為句子節奏與強調加入變化

Tip 2

Enrich and adapt “fixed” expressions to serve contextual needs
豐富和調整「固定」表達方式以更好配合前文後理

Tip 3

Add insight and avoid repetition by manipulating noun phrases and noun clauses
透過靈活運用名詞組和名詞子句來提升清晰度、加深內容層次，並避免重複

Tip 4

Enhance clarity, depth, and flow by utilizing parallel structure
運用平行結構增添句子清晰度、深度與連貫性

Tip 5

Add depth and flexibility by “packing” more content into sentences when appropriate
透過在適當時候將更多內容整合進句子中，增添深度與靈活性

Tip 6

Shape clarity, rhythm, tone, and emphasis through conscious and flexible punctuation use
透過有意識和靈活運用標點符號來塑造清晰度、節奏、語氣和強調效果

Tip 7

Choose the best finite verb forms by thinking actively about meaning and context, not prescriptive rules
透過主動思考意思和語境，選擇最合適的限定動詞字形（而不是依賴規範性規則）

Tip 8

Shape headings, titles, bullet points, and other supporting text more naturally by conveying information in structurally suitable ways
透過以結構上合適的方式傳達輔助文字中的資訊，讓標題、名稱、列點等表達得更自然

Tip 9

Add even more word order and tonal variation with “advanced” movements
透過「進階」移動進一步增加詞序和語氣變化

Tip 10

Make the most appropriate writing choices for any context by thinking multidimensionally about what you want to express and how you want to express it
透過多角度思考自己想表達甚麼和想怎樣表達，在每個語境作出最合適的寫作選擇