

| Sentence Length                                  | Comments               |    | Usage                                                                                                                                                                             |
|--------------------------------------------------|------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Less than 8 words<br>(1 line in a Word document) | Very short sentence    |    | OK, but don't use too many of these, as writing can appear short, 'choppy', and hard to read                                                                                      |
| 8-15 words<br>(1-1½ lines)                       | Short sentence         | ✓  | OK if combined with sentences of 15-25 words                                                                                                                                      |
| 15-25 words<br>(2-3 lines)                       | Average sentence       | ✓✓ | This length will form the majority of your sentences                                                                                                                              |
| 25-35 words<br>(3-4 lines)                       | Somewhat long sentence | ✓  | Can be effective if the point is worth making in a single sentence; make sure you have control over the idea(s) though, and use appropriate connecting/linking words when writing |
| 35-45 words<br>(4-5 lines)                       | Long sentence          | ✗  | Consider breaking up your idea(s) into two or more shorter (15-25 word) sentences                                                                                                 |
| 45 words +<br>(5+ lines)                         | Very long / Too long   | ✗✗ | Avoid sentences of this length as the point that you are trying to make will get lost; control over the language is lessened, and chances for errors in form and logic increase.  |