

### 3 MORE MISTAKES LAWYERS MAKE WITH LISTS

② Here's mistake No. 2: The items make sense but start with a mix of weak and strong verbs.

▼ “Jane is the company’s founder and is running its operations.

Jane:

- is the company’s founder and
- publishes a popular column.

Well, both items fit with the set-up words, the sentence makes sense, and both “is” and “publishes” are verbs. But “is” is a “state-of-being verb,” whereas “published” is an action verb. That mismatch destroys parallelism and makes your list ungainly to read. That destroys parallelism.

Here’s are 2 better-sentence options that fix these problems:

- “Jane founded a publishing house and published a best-seller.”
- “Jane is the founder of a publishing house and the publisher of a best-seller.”

③ Mistake No. 3: The items make sense but use different verb tenses.

▼ “Jane runs the company and published a book.”

Jane:

- runs the company
- published a book.

Well, both items again fit with the set-up words, the sentence makes sense, and both “is” and “published” are verbs, but one is present-tense and the other past-tense. That destroys parallelism.

④ Mistake No. 4:

The items make sense but use different parts of speech.

▼ “Jane is smart and the author of a book.”

Jane is:

- smart
- the author of a book.

Again, both items make sense as read, but “smart” is an adjective, whereas “author” is a noun. That destroys parallelism.

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