

STRATEGIES

FOR

Concise Writing



REDUCE PREPOSITIONS

- Reduce your overall sentence length/word count
- Make your writing clearer and more direct

Example:

The waiting room **in** the clinic **at** the University. (9 words)

The University clinic waiting room. (5 words)

COMBINE SHORT SENTENCES OR BREAK UP LONGER ONES

1) Combine two shorter neighboring sentences

Original: Juanita ate breakfast. She had overnight oats.

Revised: Juanita ate overnight oats for breakfast.

2) Break up wordier sentences into two simpler sentences.

Original: Because class was canceled, and I wanted extra time to study for the exam, I went to the library and studied for hours.

Revised: Class was canceled today. I studied in the library for hours.

2



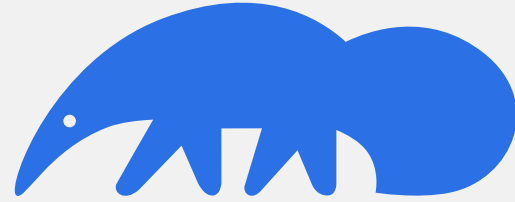
REMOVE FILLERS (QUALIFIERS AND STOCK PHRASES)

3

Most of this language (**filler words**) can be removed without taking away meaning from the ideas you're communicating. Fillers add clutter to clear ideas.

Qualifiers: very, often, really, a lot, even, just, etc.

Stock phrases: "the fact that," "in the event that," etc.

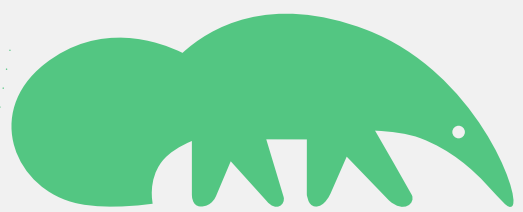


EMPHASIZE THE BOTTOM LINE

4

Consider these questions:

- What is the most important information your reader should get from your writing?
- What **needs** to be said? Why? What purpose does it serve?
- What **don't** you need to say?



USE DIRECT AND SPECIFIC LANGUAGE

5

- Make sure the language you're using is specific and accurate-- remove any vague/unclear words
- Remove any redundancies and synonyms-- choose the stronger word/phrase for the idea you're communicating
- Use active voice instead of passive voice

