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.
REMOVE FILLERS (QUALIFIERS AND STOCK PHRASES)
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
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
• 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