

# CONCISENESS

## Improving Your Style

ENGLISH FOR ACADEMIC SUPPORT



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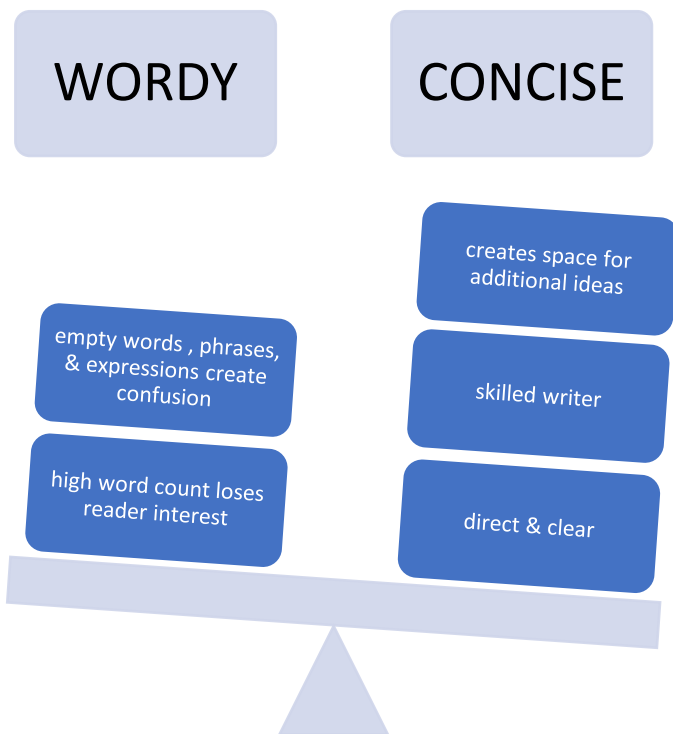
### DEFINITION

- Clear and direct.
- Mindful word selection

### ADVANTAGES OF CONCISE WRITING

1. Reduce confusion.
2. Lead to accurate interpretation.
3. Be powerful.
4. Engage audience.

### WORDY VERSUS CONCISE



### CONCISENESS STRATEGIES

1. Select precise words rather than long descriptive phrases/expressions
2. Delete unnecessary repetition of ideas
3. Combine sentences
4. Shorten clauses and phrases

### WORDY SENTENCE STRUCTURES

Wordiness can result from using expletive structures (empty words) and the passive voice. Be sure your choice is justified.

- *It is important for university students to manage their time. (expletive)*
- *University students must manage their time.*
- *There are exams on the weekend. (expletive)*
- *Exams are on the weekend.*
- *High school volunteer work is required by the school board. (passive voice)*
- *The school board requires high school volunteer work.*

### COMMON WORDY INFORMAL EXPRESSIONS

<i>at this point in time</i>	<i>the point I am trying to make</i>
<i>as a matter of fact</i>	<i>type of/ kind of</i>
<i>at the present time</i>	<i>in actual fact</i>
<i>because of the fact that</i>	<i>what I mean to say is</i>
<i>in light of the fact that</i>	<i>each and every</i>
<i>due to the fact that</i>	<i>in a very real sense</i>
<i>by means of</i>	<i>in the event of</i>
<i>for the purpose of</i>	<i>in the final analysis</i>
<i>in the event that</i>	<i>it seems that</i>

### COMMON WORDY VERB-NOUN COMBINATIONS

<i>had a meeting</i>	<i>met</i>
<i>provide a list</i>	<i>list</i>
<i>have a tendency</i>	<i>tend</i>
<i>received a failing grade</i>	<i>failed</i>
<i>made a significant contribution</i>	<i>contributed significantly</i>
<i>offered comfort</i>	<i>comforted</i>

### COMMON WORDY VERB-ADVERB COMBINATIONS

<i>assemble together</i>	<i>further enhance</i>
<i>carefully consider</i>	<i>plan ahead</i>
<i>combine together</i>	<i>protest against</i>
<i>completely surround</i>	<i>refer back to</i>
<i>descend down</i>	<i>suddenly interrupt</i>
<i>examine closely</i>	<i>totally eradicate</i>

### COMMON WORDY ADJECTIVE-NOUN COMBINATIONS

<i>advance warning</i>	<i>positive benefits</i>
<i>dead carcass</i>	<i>sharp needle</i>
<i>future plan</i>	<i>suddenly interrupt</i>
<i>mutual agreement</i>	<i>terrible tragedy</i>
<i>new beginning</i>	<i>timeless classic</i>
<i>past memory</i>	<i>total abstinence</i>



## CONCISE VERB CHOICES

Verb choices can impact academic writing. Choose verbs carefully so that ideas are concisely presented.

1. Replace weak verbs with strong action verbs
  - *The student **gets** the project.*
  - *The student **understands** the project.*
2. Replace phrases with verbs
  - *The student is **appreciative of** the support.*
  - *The student **appreciates** the support.*
3. Modify nouns to become verbs
  - *The instructor **provided an analysis of** the test results*
  - *The instructor **analyzed** the test results.*

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