

WRITING CONCISELY

Most writing can be improved if cut to HALF its original length!

Cut **repetition** (using the same word or words) and **redundancy** (using two words that mean the same thing):

Preschool instructors play a *role* in the child's understanding of male and female *roles*.

We should all *cooperate together* in order to bring this ordeal to its *final outcome*.

Combine short, related sentences:

The French and British collaborated on building the Channel Tunnel.
The tunnel links France and Britain. The French drilled from Sangatte.
The British drilled from Dover.

Reduce clauses to phrases, and phrases to single words:

The tunnel, *which was drilled for twenty-three miles*, runs *through a bed of solid chalk* under the English Channel.

Cut **vague words** and **meaningless modifiers**:

vague words: area, ASPECT, case, character, factor, field, kind, manner, nature, SITUATION, THING, type

meaningless modifiers: a lot, absolutely, definitely, great, good, literally (usually misused), major, REALLY, totally, VERY

Cut or reduce **wordy phrases**:

including: at the present time, at this point in time, for the purpose of, in order to, DUE TO THE FACT THAT, in my opinion, in spite of the fact that

Cut expletives such as **there is/are, it is/are**:

There are many computer programmers who invent challenging games for children.

It is necessary for Presidential candidates to perform well on TV.

Change hidden verbs to ACTIVE verbs: ask **who's doing what?**

The detective's examination of the closet was due to the police officer's suspicion of concealment of stolen goods by the homeowner.

Who's doing what?