



## Conciseness

In order to write clearly, you must learn to choose the exact words for what you want to say, and say nothing more. Below are some steps that you can take to improve your ability to write clear, concise sentences.

- Use the active voice whenever possible, since more words are required to write in the passive voice.

Wordy: It was voted that there would be a drive for the cleaning up of the people's park.

Concise: We voted for a drive to clean up the people's park.

- Avoid "which", "who", and "that" clauses: Clauses beginning with these words can sometimes be re-written without them. Use adverbs and adjectives in place of phrases and clauses whenever possible.

Wordy: The singer, who was very loud, stole the show.

Concise: The loud singer stole the show.

- Eliminate 'weasel words'. These are unnecessary words that sneak into your sentences.

Wordy: Plant the flowers in an area where there is lots of sunlight.

Concise: Plant the flowers where there is lots of sunlight.

- Eliminate redundancies: a redundancy is a special type of weasel word that repeats what another word has already expressed. Here are some examples:

small in size	small
blue in colour	blue
round in shape	round
positive benefits	benefits
prove conclusively	prove
each and every	every
true facts	facts
connected together	connected

- Eliminate clutter phrases: these are phrases that take several words to do the job of one better word. Here are some examples:

bring to a conclusion  
in the direction of  
in all probability  
in the course of  
a considerable amount of  
a majority of  
a number of  
a decreased number of  
it would appear that

conclude  
toward  
probably  
during  
much  
most  
many  
fewer  
apparently