

THIS PRESENTATION WAS PREPARED BY THE...



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WRITING CONCISELY




IN THIS WORKSHOP, WE'LL
LOOK AT WAYS TO GET TO THE
POINT AND CUT THE CLUTTER.




BENEFITS OF CONCISE WRITING:

- It's clearer;
 - It gets straight to the point;
 - It's easier to read; and
 - It's less pompous.
- 


DRAWBACKS OF WORDY WRITING:

- Slows down the pace;
 - Wastes readers' time;
 - Clouds your message with verbal clutter, and
 - Subtly erodes credibility.
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WHY DO WE GET SO WORDY?

- We have to meet a certain length requirement;
 - We believe wordy writing sounds more academic; or
 - We may be trying to evade the truth.
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A FEW CATEGORIES OF WORDY WRITING:

- Empty phrases
 - Redundancies
 - Passive construction
 - Using nouns and adjectives instead of verbs
 - “There is” or “there are” constructions
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EMPTY PHRASES:

“At this point in time”

“Due to the fact that”

“In the event that”

“The vast majority of”

“The question as to whether”

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FOR EXAMPLE:

“At this point in time” = “now”

“Due to the fact that” = “because”

“In the event that” = “if”

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MORE EXAMPLES:

“An increasing proportion of” = “more”

“A vast majority of” = “most”

“The question as to whether” – “whether”



REDUNDANCIES:

“In actual fact”

“Each and every”

“Modern world of today”

“Completely finished”



PASSIVE VOICE:

Although passive construction is sometimes okay, you can really slow down your writing if you use it too often.



EXAMPLES:

Passive:

“Class was attended by Mary.”

Active:

“Mary attended class.”

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MORE EXAMPLES:

Passive:

“Sam was hired by the CEO.”

Active:

“The CEO hired Sam.”



USING MORE ACTION WORDS

Sometimes you can tighten up your writing by changing a noun or an adjective into a verb.

Example:

“Rosa Parks was resistant to giving up her seat on the bus”

vs.

“Rosa Parks resisted giving up her seat on the bus.”

EXAMPLES:

“Rosa Parks was resistant to giving up her seat on the bus”

vs.

“Rosa Parks resisted giving up her seat on the bus.”



MORE EXAMPLES:

“We were responsible for the funding of the new school.”

VS.

“We funded the new school.”



“THERE IS” AND “THERE ARE”

How often do you really need to use “there is” or “there are” constructions?



LESS THAN YOU MAY THINK...

“There are 20 students who signed up for this class”

VS.

“Twenty students signed up for this class.”

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MORE EXAMPLES:

“There are several reasons you need to revise your essay”

vs.

“You need to revise your essay for several reasons.”



OTHER WORDY SENTENCES

“In this book, it says that pigs can fly.”

VS.

“This book says that pigs can fly.”

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ANOTHER EXAMPLE:

“It is the president who has veto power.”

VS.

“The president has veto power.”



AND ANOTHER:

“It is possible that nothing will come of all your effort”

VS.

“Nothing may come of all your efforts.”

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ONE MORE:


“She has the ability to influence the outcome”

VS.

“She can influence the outcome.”



AXE FILLER WORDS AND PHRASES:

- Kind of
 - Sort of
 - Type of
 - Really
 - Basically
 - For all intents and purposes
 - Definitely
 - Actually
 - Generally
- 

GOOD WRITING IS...

...clear and to the point.

That's why direct phrases are better than wordy and confusing phrases.



REWRITE THE FOLLOWING:

“Many television shows imagine spaceships as round in shape and grey in color.”



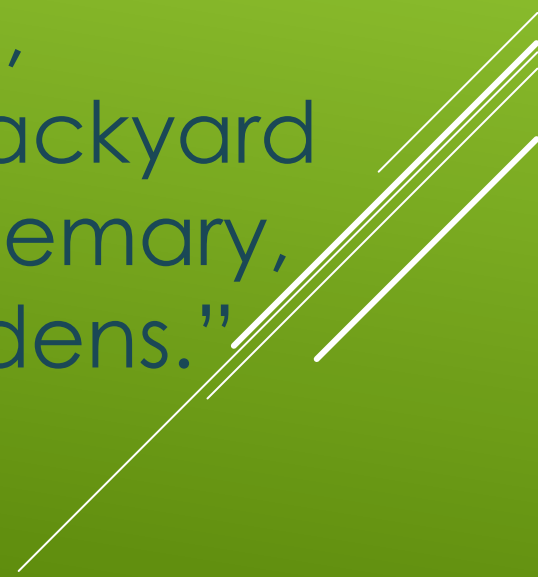
THE S&S (SHORT AND SWEET) VERSION:

“Many television shows imagine spaceships as round and grey.”



SHORTEN THIS:

“Gardening is the perfect summer activity, allowing adults and children alike to enjoy the beautiful outdoors and fresh air while they connect with nature by tending to tomatoes, peppers, and carrots in their backyard vegetable patches or basil, rosemary, and thyme in their kitchen gardens.”

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S&S VERSION:

“Gardening allows people to enjoy the outdoors while growing their own vegetables and herbs.”



CONSIDER YOUR READERS:

- They want to get your message, and
- They don't want to waste their time.



SO GET TO THE POINT!

And get rid of the clutter.



REFERENCES

- ▶ American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). doi.org/10.1037/0000165-000