Concise writing

It is a true fact that due to the fact that first year freshmen students don’t have good study habits, they have a hard time keeping up in college classes.
Concise writing

Concise writing is direct and to the point. Wordy writing uses empty words to increase the word count or fake sophistication.
Concise writing avoids

- Empty words
- Unnecessary intensifiers and hedges
- Redundancy
- Expletive constructions
- Excessive passive voice
- Short choppy sentences
- Lazy verbs
Delete empty words

☐ As a matter of fact
☐ At the present time
☐ Due to the fact that
Unnecessary intensifiers/Hedges

- My suggestions could very possibly improve your portfolio.
- That house is so very unique.
- In most instances students tend to procrastinate until the last moment and often turn in an inferior product.
Avoid redundancy

- Repeating concepts in different words
- The failing students who received “F’s” will need to repeat the course.
- My presentation contains only true facts.
Expletive constructions

- Expletive constructions fill emphatic positions in the sentence with empty words.
- There were sixteen meanings of the word “wit” in Shakespeare’s day.
- It is obvious that many United States citizens are uninformed voters.
Utilize emphatic positions

- There is an abundance of waste in large companies according to insiders.
- Insiders report large companies waste an abundance of material.
- Large companies waste an abundance of material according to insiders.
- Large companies, according to insiders, waste an abundance of material.
Use Active voice

- A victory was achieved by the team after double overtime.
- The team achieved a victory after double overtime.
Henry was one of baseball’s legends. He was one of the first African Americans to break the color barrier. He broke the Ruth record. His sportsmanship was always exemplary.
Use action verbs

- Our factory is involved in the production of ceramics.
- Our factory produces ceramics.
Effective sentences

- Say directly what the writer wishes to express and avoid
- Empty words
- Unnecessary intensifiers and hedges
- Redundancy
- Expletive constructions
- Excessive passive voice
- Short choppy sentences
- Lazy verbs