

# CONCISION RESOURCE

Students use the provided checklist to achieve concision:

- Intensifiers (very, really), qualifiers (quite, sometimes), absolutes (definitely, absolutely, always)
- Choose qualifiers with purpose—important to your argument
- There is/there are —search for all instances of forms of “to be” such as is, are, was, were
- All writers use some form of “there is, there are, it is, it was, etc. in first and second drafts.” They act as pauses while the writer thinks. When revising, these sentences need to be restructured. Simply replacing a word or cutting a word will not help in clarity or concision.
- Identify subject and action (the verb), revise the sentence
- Pronouns - Identify the pronoun and its referent. When pronouns are physically separated by a clause or two from their referents, ambiguity is usually created.
- Repetition has a place — when constructing an argument, introducing a new idea or concept repeating the word or the phrase helps the reader become familiar with it.
- Making choices between clarity and concision. Sometimes clarity demands more words rather than fewer words. It becomes a judgment call—given the audience and the purpose which is more important—the number of words or the clarity of the sentence?
- Making the right word choices for precision in meaning
- Now is the time to use a dictionary, but reading beyond the first, common definition. Meaning needs to be clear and precise.
- Checking dictionaries, usage and definition.