



# Concision

# Understanding Concision

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∞ In my personal opinion, it is necessary that we should not ignore the opportunity to think over each and every suggestion offered.

# Understanding Concision

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∞ We should consider each suggestion.

# Five Principles of Concision

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1. Delete words that mean little or nothing.
2. Delete words that repeat the meaning of other words
3. Delete words implied by other words.
4. Replace a phrase with a word.
5. Change negatives to affirmations.

# Delete Meaningless Words

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∞ Productivity actually depends on certain factors that basically involve psychology more than any particular technology.

# Delete Meaningless Words

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∞ Productivity depends more on psychology than technology.

# Delete Meaningless Words

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\* kind of

\* actually

\* particular

\* really

\* certain

\* various

\* virtually

\* individual

\* basically

\* generally

\* given

\* practically

# Delete Doubled Words

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❧ First and foremost, you must wash your hands each and every time you leave the bathroom to insure that you have removed and eliminated any and all germs.

# Delete Doubled Words

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∞ Wash your hands every time you leave the bathroom to eliminate any germs.

# Delete Doubled Words

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\* full and complete

\* true and accurate

\* hopes and desires

\* hope and trust

\* each and every

\* first and foremost

\* any and all

\* basic and fundamental

\* various and sundry

# Delete What Readers Can Infer: Redundant Modifiers

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∞ Do not try to predict those future events that will completely revolutionize society, because past history shows that it is the final outcome of minor events that unexpectedly surprises us more.

# Delete What Readers Can Infer: Redundant Modifiers

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∞ Do not try to predict revolutionary events, because history shows that the outcome of minor events surprises us more.

# Common Redundant Modifiers

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- \* terrible tragedy
- \* basic fundamentals
- \* final outcome
- \* various different
- \* future plans
- \* true fact
- \* each individual
- \* I personally

# Delete What Readers Can Infer: Redundant Categories

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⌘ During that period of time, the membrane area became pink in color and shiny in appearance.

# Delete What Readers Can Infer: Redundant Categories

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∞ During that period, the membrane became pink and shiny.

# Common Redundant Categories

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- \* large in size
- \* red color
- \* round in shape
- \* at an early time
- \* unusual in nature
- \* of a strange type
- \* honest in character
- \* in a confused state

# Replace a Phrase with a Word

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∞ As you carefully read what you have written to improve wording and catch errors of spelling and punctuation, the thing to do before anything else is to see whether you could use sequences of subjects and verbs instead of the same idea expressed in nouns.

# Replace a Phrase with a Word

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- ☞ carefully read what you have written: edit
- ☞ the thing to do before anything else: first
- ☞ use X instead of Y: replace
- ☞ nouns instead of verbs: nominalizations
- ☞ sequences of subjects and verbs: clauses

# Replace a Phrase with a Word

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∞ As you edit, first replace nominalizations with clauses.

# Change Negatives to Affirmatives

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≈ Do not write in the negative.

# Change Negatives to Affirmatives

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∞ Write in the affirmative.

# Common Negative Phrases

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\* not different: similar

\* not many: few

\* not the same: different

\* not often: rarely

\* not allow: prevent

\* not stop: continue

\* not notice: overlook

\* not include: omit

# Change Negatives to Affirmatives

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- ∞ There should be no submission of payments without notification of this office, unless the payment does not exceed \$100.

# Change Negatives to Affirmatives

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- ∞ Do not submit payments if you have not notified this office, unless you are paying less than \$100.

# Change Negatives to Affirmatives

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∞ If you pay more than \$100, notify this office first.

# Five Principles of Concision

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1. Delete words that mean little or nothing.
2. Delete words that repeat the meaning of other words
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4. Replace a phrase with a word.
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# Metadiscourse and Redundancy

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∞ *metadiscourse*: language that refers to how the author uses language.

# Metadiscourse and Redundancy

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*metadiscourse* can refer to:

- ∞ the writer's intentions: *to sum up, frankly, I believe*
- ∞ the writer's confidence: *may, perhaps, certainly, must*
- ∞ directions to the reader: *note that, consider now, as you can see*
- ∞ the structure of the text: *first, second, therefore, however*

# Metadiscourse and Redundancy

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≈ The last point I would like to make is that  
in regard to men-women relationships, it is  
important to keep in mind that the greatest  
changes have occurred in how they work  
together.

# Metadiscourse and Redundancy

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☞ Finally, men and women have changed their relationships most in how they work together.

# Metadiscourse: Attributing Your Ideas to a Source

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∞ High divorce rates have been observed to occur in areas that have been determined to have low population density.

# Metadiscourse: Attributing Your Ideas to a Source

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∞ High divorce rates occur in areas with low population density.

# Metadiscourse: Announcing Your Topic

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≈ This section introduces another problem,  
that of noise pollution. The first thing to  
say about it is that noise pollution exists not  
only . . .

# Metadiscourse: Announcing Your Topic

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∞ Another problem is noise pollution. First, it exists not only . . .

# Hedging and Intensifying

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- ∞ There seems to be some evidence to suggest that certain differences between Japanese and Western rhetoric could derive from historical influences possibly traceable to Japan's cultural isolation and Europe's history of cross-cultural contacts.

# Hedging and Intensifying

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- ∞ This evidence suggests that Japanese and Western rhetoric differ because of Japan's cultural isolation and Europe's history of cross-cultural contacts.

# Hedging and Intensifying

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∞ For a century now, all liberals have argued against any censorship of art, and every court has found their arguments so completely persuasive that not a single person any longer remembers how they were countered. As a result, today, censorship is totally a thing of the past.

# Hedging and Intensifying

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∞ For a century now, liberals have argued against censorship of art, and the courts found their arguments so persuasive that few people can even remember how they were countered. As a result, today, censorship is virtually a thing of the past.

