# Concision

# Understanding Concision

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

# Understanding Concision

We should consider each suggestion.

# Five Principles of Concision

1. Delete meaningless words.

2. Delete repetitious words.

3. Delete redundant words.

4. Replace a phrase with a word.

5. Change negatives to affirmatives.

# Delete Meaningless Words

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

# Delete Meaningless Words

Productivity depends more on psychology than technology.

# Delete Meaningless Words

- kind of

- actually

- particular

- really

- certain

- various

- virtually

- individual

- basically

- generally

- given

- practically

# Delete Doubled Words

*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

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

# Delete Doubled Words

- 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 Redundant Modifiers

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 Redundant Modifiers

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

# Delete Redundant Modifiers

- terrible tragedy

- basic fundamentals

- final outcome

- various different

- future plans

- true fact

- each individual

- I personally

# Delete Redundant Categories

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

# Delete Redundant Categories

During that period, the membrane became pink and shiny.

# Delete Redundant Categories

- large in size

- red color

- round in shape

- at an early time

- unusual in nature

- strange type

- honest in character

- confused state

# Replace a Phrase with a Word

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

"carefully read what you have written": *edit*

"the thing to do before anything else": *first*

"use X instead of Y": *replace*

"sequences of subjects and verbs": *clauses*

"verbs instead of nouns": *nominalizations*

# Replace a Phrase with a Word

As you edit, first replace nominalizations with clauses.

# Change Negatives to Affirmatives

Do *not* write in the negative.

# Change Negatives to Affirmatives

Write in the affirmative!

# Change Negatives to Affirmatives

- not different: *similar*

- not the same: *different*

- not allow: *prevent*

- not notice: *overlook*

- not many: *few*

- not often: *rarely*

- not stop: *continue*

- not include: *omit*

# Change Negatives to Affirmatives

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

# Change Negatives to Affirmatives

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

# Change Negatives to Affirmatives

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

# Five Principles of Concision

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