

Exercises for Tutorial 14. Writing Concisely

Principle I: Whenever possible, eliminate or condense empty phrases.

Exercise 1

Instructions: Using Principle I, rewrite the following sentences, eliminating or condensing empty words and phrases. *Type, write, or copy-paste and revise in the answer boxes.*

1. Losa came to this country due to the fact that she wants a career in computer graphics.

2. For all intents and purposes, Aspara dropped out of school in view of the fact that she had to help support her family.

3. The fact is that parents must build closer relationships with their teenaged children by virtue of the fact that so many teens get into trouble in the United States.

4. After she arrived from Burma, the reason that Aung enrolled at CSM was because it was close to his home and had an excellent English department.

5. In the event that it snows, Luanna will purchase some chains for her tires.

6. In this day and age, it is clear that young people know more about computers than they know about American history.

Principle II: Use fresh words or plain language rather than clichés.

Exercise 2

Instructions: Using Principle II, rewrite the following sentences by using fresh words or plain language to eliminate the clichés. *Type, write, or copy-paste and revise in the answer boxes.*

1. We talked until early in the morning, but we just couldn't see eye to eye on where to go for dinner.

2. In rural areas doctors are so few and far between that even though the doctors work like dogs, the children do not get adequate medical care.

3. In a crisis, Jing is cool, calm and collected, so we know that he will be an effective nurse in the ER.

Principle III: Avoid slang, and use jargon only when appropriate.

Exercise 3

Instructions: Using Principle III, rewrite the following sentences to eliminate slang or jargon. *Type, write, or copy-paste and revise in the answer boxes.*

1. If he gets too hyper before the interview, Uto may mess up his chances of getting hired.

2. Anne and Carrie were very into Rashad, but he was into Clarice.

3. AIDS is a major deal all over the world.

4. Hassan was so out of it that he forgot his homework.

5. The large black and blue mark on Shireen's arm, a hematoma caused by a fall from her bicycle, was painful.

Principle IV: Eliminate redundancy and unnecessary repetition by cutting words or combining sentences.

Exercise 4

Instructions: Using Principle IV, rewrite the following sentences to make them more concise. *Type, write, or copy-paste and revise in the answer boxes.*

1. Some Vietnam veterans coming back to the United States after their tours of duty in Vietnam had problems readjusting again to life in America.

2. In the 1970s, many students used drugs in high school. Many students could not stop using drugs during college, especially if they were confronted with a sudden crisis.

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3. In spite of the fact that many ordinary middle-aged people say they generally feel physically healthy and in good shape, debilitating heart attacks or strokes can occur suddenly at any time.

4. The general consensus of opinion among voters was that the mayor had exceeded his authority.

5. The fox that was gray in color and large in size slyly circled around his prey.

Exercise 5

Instructions: Using Principles I, II, III and IV, revise the following paragraph for concision. *Type, write, or copy-paste and revise in the answer box.*

At this point in time, my reason for taking this Shakespeare course is complicated. The first reason why is due to the fact that I wish to transfer from the community college system to the University of California system. When entering the university as a junior, first and foremost, the college system expects me to have completed my general education coursework. Therefore, an expectation of mine for this class involves enhancing my chances of being accepted to the U.C. system by completing all my general education courses. The second purpose for my taking the class is for my own personal enrichment. In this day and age, it does not hurt having a well-rounded education, and I have always really been into Shakespeare. As a matter of fact, the reason why I have fond past memories of reading his sonnets in high school is because I have had great teachers at CSM. My plans for the future might include majoring in liberal studies or even English, and a university requirement requires students to take a course in Shakespeare. So my anticipation is that I will enjoy this class, and I anticipate that it will help improve my chances of getting into the University of California system. Last but not least, I hope to pass with flying colors.