Conciseness Tips

Overall Strategy

- Cut big, then small. Cut unnecessary sentences and phrases before moving to word-by-word details.
- Cut areas that are repeated or implied. Often, the nature of the subject or the context of the sentence will imply other words.
  - Dogs are animals that love to play.
  - This paper will review different animal shelters. For example, one shelter that was reviewed is the Happy Cats animal shelter...
- Use the rubric to focus your revision. What details are required by the rubric? What details are interesting, but unnecessary?
- Look at the start and end of sentences, where unnecessary information often hangs out. Can anything be cut?
- For saving space, look for lines that only have 1-2 words. Can you cut anything in that paragraph to pull those words up to the line above?

Word by Word Tips

1. Start and end sentences with the most important words to help find the focus of the sentence.

2. Use the active voice, which puts the actor in the sentence first.
   - Passive: The cat tree was climbed by my cat.
   - Active: My cat climbed the cat tree.

3. Cut adjectives and adverbs that add little meaning, or use a thesaurus to find a more specific word.
   - very easy \(\rightarrow\) effortless

4. Look for sentences that start with there. Can you start with a word later in the sentence instead?
   - There are many dogs who love to play in parks.

5. Frame sentences in the positive (avoiding the word not).
   - Our team did not lose! \(\rightarrow\) Our team won!