**Concise Writing**

Concise writing means making your points in the fewest words possible without omitting key information. Writing concisely requires proofreading over what you have written and looking for places to cut down words and/or sentences. Below are some ways writers can improve concision:

* **Eliminate redundant words –** all redundant words will be italicized.
	+ Example 1: That sofa is large *in size.*
		- Explanation**:** *In size* is unnecessary because when something is large, we automatically know that we are talking about size.
* Example 2: *Compulsory* attendance at social events is required.
* Explanation**:** the sentence later states that attendance is required; *compulsory* thus becomes a redundant word
* **Eliminate words that do not add any meaning to the sentence**
* Eliminate Empty Words: area, aspect, case, element, factor, kind, nature, scope, situation, thing, type. These overused words are usually added just to fill up space.
* Meaningless Modifiers:absolutely, awesome, awfully, central, definitely, great, literally, quite, really, very

These words “fill space” and they often show up in academic writing. They can often be deleted without affecting the sentence’s meaning; in some cases, however, you may have to re-write the sentence.

* + **Example 1:**
	+ Wordy: The housing situation can have a big impact on the social aspect of a student’s life.
	+ Concise: Housing can influence a student’s life.
	+ **Start fast-get straight to your point –** delete phrases that do not add to the meaning or “main point” of the sentence.
	+ **Example 1:**
* Wordy: The point that I wish to make is that Google is a very effective and innovative company.
* Concise: Google is an effective and innovative company.
	+ **Example 2:**
* Wordy: The fact of the matter is that culture is a complicated term to define.
* Concise: Culture is a complicated term to define.

Concision will allow readers to skim your document and get the information they need quickly.