

Clarity and Conciseness

Specificity	
Vague Words	Specific
I have a low GPA.	I have 1.7 GPA.
The b-Ball player was really tall.	The b-player was 6 foot tall.
I'll be home as soon as possible.	I'll be home by 6 pm
The team has a losing record.	The team has 0:3 losing record.
The computer has lots of memory.	The computer has 256 GB memory

Changing Long Words to Short Words

LONG WORDS	SHORT WORDS
utilize	use
anticipate	expect
cooperate	help
indicate	show
initially	Start
presently	now
prohibit	Stop
inconvenience	problem

Changing Long Phrases to One Word

Long Phrase	One Word
In the event that	if
At this point in time	now
With regard to	about
In the first place	firstly
Is of the opinion that	thinks
Due to the fact that	because
Make revisions	revise
Take into consideration	consider
With the exception of	except
Make an adjustment of	adjust

Q: Revise the following long sentences making them shorter.

- 1) I will be calling you on May 31 to see if you have any questions at that time.

Answer: I will call you Incase you will have any questions

- 2) If I can be of any assistance to you in the evaluation of this proposal, please feel free to give me a call.

Answer: Please call me for any help for this proposal.

- 3) The company is in the process of trying to cut the cost of expenditures relating to the waste of unused office supplies.

Answer: The company is trying to cut the cost for unused office supplies.

- 4) I am of the opinion that Acme employees have too much work to do.

Answer: I believe that Acme employees are overworked"

- 5) In the month of July, my family will make a visit to the state of Arkansas.

Answer: My family will visit Arkansas in July.

- 6) It is the company's plan to take action to avoid problems with hazardous waste.

Answer: The company plans to avoid problems with hazardous waste.

- 7) On two different occasions, the manager of personnel met with at least several different employees to ascertain whether or not they were in agreement with the company's policies regarding overtime,

Answer: Twice the personnel manager met 7 employees to discuss company over time policies.