



Examples of **Wordy** and **Concise** Writing

Wordy

After reviewing your resume which I received from you last week, I would like to schedule a time for a phone call so that we can discuss your qualifications and how they align with our current job opening, which I believe you would be a good fit for.

Concise

I've reviewed your resume and would like to discuss your qualifications for the job opening. Let's schedule a phone call.

Wordy

The purpose of this report is to provide a detailed analysis and evaluation of the company's financial performance for the previous fiscal year, including a breakdown of revenues and expenses, an assessment of the company's profitability, and recommendations for future financial strategies and goals.

Concise

This report analyzes the company's financial performance for previous fiscal year, and recommendations for future strategies.

Wordy

In light of the recent changes in our company's policies and procedures, as well as the evolving market conditions and customer demands, we have decided to initiate a comprehensive review of our business operations, including an assessment of our internal processes and workflows, a reevaluation of our marketing and sales strategies, and an examination of our product offerings and pricing models, in order to identify areas for improvement and optimize our overall performance.

Concise

Considering the recent changes in our organization's strategies, plus the developing economic situations and customer demands, we're reviewing our business operations to find areas for improvement and optimize our performance.

Wordy

Our company's mission is to provide high-quality products and services that exceed our customers' expectations, while also maintaining a commitment to social responsibility and sustainability, by adhering to ethical business practices, reducing our environmental impact, and giving back to the communities in which we operate, in order to create long-term value for all stakeholders

Concise

Our mission is to provide high-quality products and services while maintaining a commitment to social responsibility and sustainability.

Wordy

As a result of the recent merger between our company and our main competitor in the market, we have been able to expand our customer base and increase our market share, while also realizing significant cost savings and operational efficiencies through the consolidation of our resources and expertise, which has strengthened our position as a leading player in the industry.

Concise

The merger has enhanced our customer base & market share, optimized cost and operational efficiency, while strengthening our position in the industry.

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