

Class 10 Group 2



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1 Words

2 Brevity

1 Two Ways to Be Brief

Approaches to Brevity

□ Reduce Content

- Focus on the **core story**
- Use **outline** to avoid adding irrelevant content
- Example: **Cut** 40% of the manuscript, improve clarity and reader impact

□ Reduce Text

- **Keep** all information but use fewer words
- **Simplify** expressions, sentences, and phrases
- Identify common **text-bulgers**



2 Common Text-Bulgers



Identify common text-bulging habits to improve brevity

Theory



Example

❑ Passive Voice

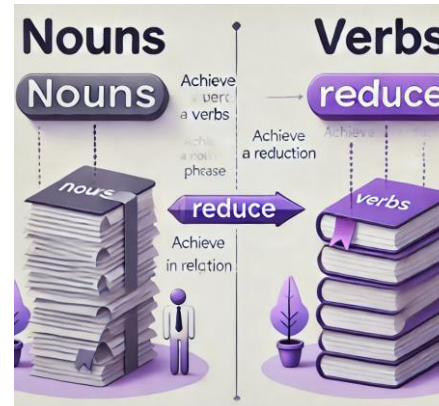
- Use active voice for brevity



- was conducted → conducted

❑ Nominalizations

- Avoid turning verbs into nouns



- achieve a reduction → reduce

2 Common Text-Bulgers



Theory



Example

□ Roundabout Phrases

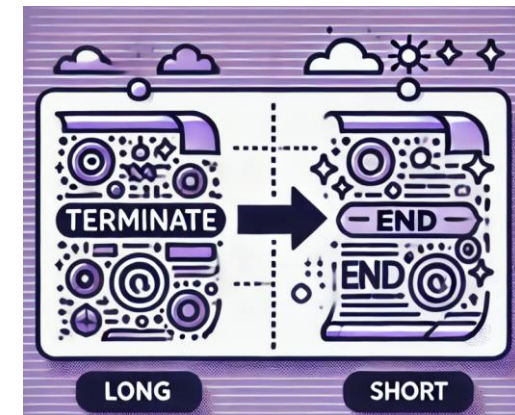
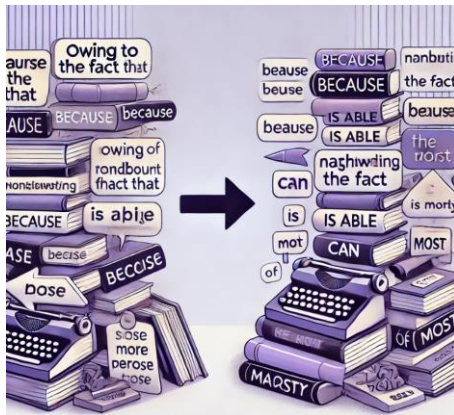
➤ Replace phrases with concise words

➤ owing to the fact that → because
notwithstanding the fact that → although
is able to → can the majority of → most

□ Long Words

➤ Use shorter alternatives unless necessary

➤ endeavor → try terminate → end



2 Common Text-Bulgers

Padding & Hedging

Theory



Example

□ Padding

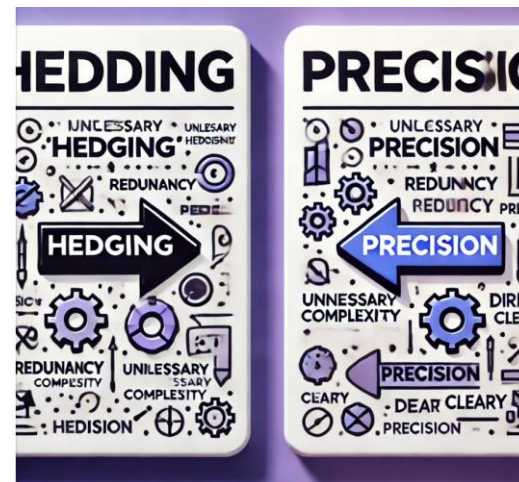
- Remove filler phrases



- the fact of the matter is, in our opinion, needless to say, it obviously follows that, for all intents and purposes

□ Hedging

- Express precision without overusing qualifiers



- Evidence could reasonably be assumed to possibly occur
→ Evidence was modest

2 Common Text-Bulgers



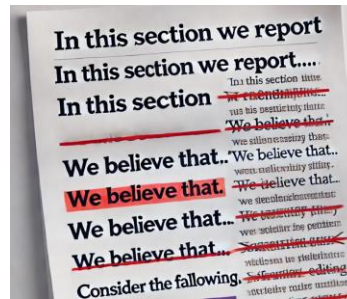
Theory



Example

□ Metadiscourse

- Avoid unnecessary writing about the writing itself



- Referring to structure: In this section we report...
- Writer's thoughts: We believe that...
- Directing the reader: Consider the following...

- Overuse and Revision



- We believe that our results establish that salinity is... → Salinity is...
- In this study we... → We...
- The objective of this study was to... → We sought to...
- It is important to keep in mind that... → (Omit)

2 Common Text-Bulgers

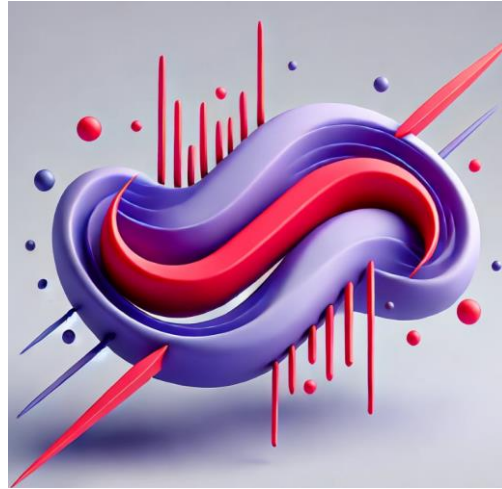
Theory



Example

□ Parentheticals

- Phrases interrupting sentences or paragraphs
- Use sparingly for clarification or added value



- Many recovered meteorites are of the nickel-iron type *in part because these are easily recognized as geologically unusual.* However, most meteorites are actually chondrites. Carbonaceous chondrites, *as opposed to the more common ordinary chondrites*, often contain complex organic molecules *such as amino acids*

3 Parentheticals



2 Common Text-Bulgers

Theory



Example



□ Redundancy

- Redundancy occurs when content is unnecessarily repeated
- Address redundancy by focusing on three key areas

- *Paragraphs: Stick to the intended topic. Don't revisit covered ideas*
- *Sections: Don't repeat methods in results or results in discussion*
- *Figures and Text: Present data once—either in a table, figure, or text, not all three*

