**Exercise 1 – Concise Writing**

**Re-write the following sentences so that they are more concise. (brief/short)**

1. Canada is a country that attracts many visitors because of its beautiful scenery

Canada attracts visitors because of its beautiful scenery.

1. This is a topic which holds much interest for students.

This topic holds interest for students.

This topic students interests

This topic holds many students’ interest

1. Needless to say, our prediction about the weather has proved true.

Our prediction about the weather is true.

Our prediction about the weather has proven true

1. The story told by the student was impossible for the instructor to believe.

The student’s story was impossible for the instructor to believe

1. In regard to the application you submitted on August 14th, I wish to express my appreciation for your attention to detail.

I appreciate your attention to detail in the application from August 14th.

1. I wish to explain my comments in order to assure you that I meant no offense.

I meant no offense from my comments

1. The meeting will begin at 3:00 p.m. in the afternoon.

The meeting is at 3:00 p.m.

1. The length of the course is a total of 16 weeks.

The length of the course is 16 weeks.

.

1. In the event that the fire alarm rings, please exit the building promptly.

When the fire alarm rings, exit the building.

1. Personally, I believe that this class is very valuable.

I believe this class is valuable.

1. Recommending that a student copy from another student’s exam is not something I would recommend.

Copying from another student’s exam is not recommended.

1. In my opinion, we should not have to attend classes on Fridays.

We should not have to attend Friday classes

Fridays classes should be cancelled

**Exercise 1 continued. . .**

**Translate the following words/phrases to make them as short and readable as possible:**

**( plain English )**

|  |  |
| --- | --- |
| **Word/Phrase** | **Translation** |
| 1. by exerting a twisting action | Twisting or by exerting action |
| 1. it is imperative that students | It is important that students |
| 1. in order to present | To show |
| 1. it functions to transmit | It is made to transmit |
| 1. for the reason that | Because of |
| 1. a person who is honest | An honest person |
| 1. each and every time | Every time |
| 1. exactly the same | The same |
| 1. prior to | before |
| 1. in close proximity | Near to |
| 1. many different countries | Many countries |
| 1. will not properly align | Will not align correctly |
| 1. global pandemic | A pandemic |

For more practice, take the quizzes at Darling, C. (n.d.). *Writing concise sentences*. Retrieved May 7, 2009, <http://grammar.ccc.commnet.edu/grammar/concise.htm>.