**Concision Exercises (25 points)**

Read chapter 11 (Editing for a Professional Style and Tone) in your textbook, which provides detailed instructions for editing for conciseness. In addition, see the Worksheets link of our homepage and open the folder titled, “**Editing for Concision."**

Concision is the act of reducing the length of a passage, yet still conveying the important information from the passage. For example, instead of using a whole paragraph to introduce yourself, you might use only two sentences. Being concise also depends on being *precise*, which depends on clear thinking.

Watch out for the following:

* **The passive voice** (Replace “The rules were amended by the secretary” with “The secretary amended the rules.”) This is an example of **active voice.**
* **Redundancies** (Avoid phrases such as “future prospects.”)
* **Double Words/repeated ideas** (Example: He was *~~tired and~~* exhausted after his run.)
* **Wordy phrases** (Avoid using several words when one will work.)

Replace “at the present time” with “now.”

Replace “in spite of the fact that” with “although.”

Replace “a large proportion of” with “many” or “most.”

* **Clutter words (**Cut empty modifiers such as “very” and “certainly”)
* **Cut clichés** (the fact of the matter, fish in a barrel)

**Here is a short example**—the underlined words are the “clutter words.” Many of these words are already implied, and therefore should be cut!

*Lots of words...* Decreasing the amount of background noise would be an important thing to do because the coffee house is used for a place of study as well as an eating establishment.

[underlined words will be removed]

*Fewer words...* Decreasing background noise is important because the coffee house is used for study as well as for eating.

**ASSIGNMENT INSTRUCTIONS:** Using the guidelines above and in the textbook, condense the following examples. Write the best version possible, but try and avoid any substantial changes to the *content.* Keep the essential facts.

**SKILLS:** Make deletions, condense or join sentences, remove any confusing jargon, improve logic, add transitions, cut repetitions, redundancies, and wordiness.

**BEGIN YOUR ASSIGNMENT BELOW →**

**Type your revision beneath each paragraph (5 points each)**

1. In this day and age, meteorologists are presently showing an increased concern about the impact of seasonal hurricanes on U.S. cities. In 2005, floodwaters from Hurricane Katrina inundated the urban city of New Orleans. Many of its various hospitals experienced power outages. Those power outages left the various medical staff struggling to care for patients on life support. In fact, at Memorial Medical Center, the flooding was so utterly overwhelming that assistance from the National Guard was requested by the mayor. The soldiers responded immediately and right away delivered back-up generators to ensure the hospital could continue operating.

Today, meteorologists are showing an increased concern about the impact of seasonal hurricane on U.S. cities. In 2005, floodwaters from Hurricane Katrina overwhelmed the city of New Orleans. Many hospital experienced power outages. The outages left the medical staff struggle to care for patients on life support. The flooding was so extreme at Memorial Medical Center that the mayor requested assistance from the National Guard. The soldiers responded right away and delivered back-up generators to ensure the operation of the hospital.

2. According to animal experts, they agree that owning a dog includes many health benefits. First and foremost, dogs require daily exercise and owners who regularly walk their dog each day tend to have improved fitness and a decreased chance of developing heart disease at some later point in their lives. Second, dog owners very often experience psychological benefits. Those benefits include improved self-esteem. They also really help with a reduction in the owner’s anxiety. Lastly, dogs serve as loyal guardians and by their very nature will instinctively protect the owner’s property against people who might seek to illegally intrude on their home.

Animal experts agree that owning dog will include many health benefits. Dogs require daily exercise and owners who walk their dog daily tend to be more fit and have less chance to develop heart disease later in their lives. Dog also provide psychological benefits, such as improved self-esteem and reduction in the owner’s anxiety. Finally, dog will protect the owner’s property against intruder who might invade their home.

3. At the end of the day, the consultant’s report recommended that we should divide and break down our company into three departments. One department would be Residential Services. Another category would be New Construction. And the third category of the company will include Service Contracts. In light of the findings from her report, she concluded that such a reorganization will improve morale and increase a certain type of accountability for management.

The consultant’s report recommended that we divide and break down our company into three departments. The three departments would be Residential Services, New Construction, and Service Contracts. The consultant concluded that such action will improve morale and increase accountability for management.

4. The investigation of the office break-in was conducted by Detective Chandler. In the process of the investigation he discovered that the only missing item from the office was a file cabinet. A file cabinet that contained employee documents. He immediately suspected it was an inside job as a result of the fact that the windows were intact and the locks undamaged. Detective Chandler completed his examination of the existing crime scene and revealed that he’d found evidence of the thief’s identity. He reported that the suspect who had committed the crime was a former ex-secretary. He followed up that revelation by stating that the suspect had recently left the company after being fired for dishonesty.

Detective Chandler investigated the office break-in. He discovered that the only missing item was a file cabinet that contained employee documents. He suspected that it was an inside job due to the unopened window and undamaged locks. After examination, he found evidence of the thief’s identity and reported that the suspect was a former ex-secretary. He followed up by stating the suspect had recently been fired by the company for dishonesty.

5. I hope to apply to the U.S. Oceanic Institute and please be considered for the research lab internship position. At present, I am currently a marine biology major at the University of Miami. At the university my studies focus on the impact of petroleum spills on marine microbes**.** In addition, I volunteered last summer for a field-researcher position at SCUBA, a local non-profit environmental group. There I gained practical, and real-world lab experience and truly learned how to collect samples and prepare them for actual experimentation. As a matter of fact, on my annual performance review, my supervisor praised my discipline and very creative ability to think outside the box when solving multi-faceted problems.

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