Economic (“Tight”) Writing

Resource: <https://www.plainenglish.co.uk/>

The Plain English Campaign.

The whole reading experience become lighter and easier to read with short punchy statements. Tighten it up when you can.

Example 2.14-1

I will provide you an update by the end of the day.

Revision: 1

I will update you by the end of the day.

Revision: 2

I will update you today.

Example 2.14-2

The specific point I am seeking to make is that the colors of red and grey go well together.

Revision: 1

The colors of red and grey go well together.

Revision: 2

Red and grey match.

Example 2.14-3

I am seeking a new job at this moment in time.

Revision: 1

I am seeking a new job at this time.

Revision: 2

I am seeking a new job.

Example 2.14-4

If there are any points on which you require explanation or further particulars, we will be glad to furnish such additional details as may be required by telephone.

Revision: 1

We would be glad to provide additional details by phone.

Revision: 2

If you have any questions, please phone.

Example 2.14-5

I will take your proposal into consideration.

Revision: 1

I will consider your proposal.

Revision: 2

I’ll consider your proposal.