Writing concisely and with clarity
Is this your writing?

Overdressed?
Stuffy?
Clutter

• “The fewer the words, and the more transparent they are, the easier they will be to understand.” Jacques Barzun

General consensus of opinion
Consensus

Regular routine
Routine

Rarely ever
Rarely

Join together
Join

Refer back
Refer

Joint collaboration
Collaboration

Sum total
Total

Ultimate outcome
Outcome

Temporary reprieve
Reprieve

Future plans
Plans

Return back
Return

Split apart
Split

• (Venolia, 1995)
Clutter

- It is often the case that
- Be in possession of
- Is indicative of
- In spite of the fact that
- Owing to the fact that
- Be of the opinion that

- Considering the fact that
- In the event that
- In a position to

Frequently
Have
Indicates
Although
Because
Believe

Since
If
Can
Redundancy

• Imagine a picture of someone engaged in the activity of trying to learn the rules for playing the game of chess

• When you write down your ideas, keep in mind that the audience that reads what you have to say will infer from your writing style something about your character

• (Williams, J.M, 2005)
Simplicity

- Utilize
- Ameliorate
- Modification
- Deficiency
- Ascertain
- Endeavour
- Prior to
- Subsequent to

Use
Improve
Change
Lack
Find out
Try
Before
After
Avoid superfluous by

• Deleting words that mean little or are repeated/implied
• Replace negatives with affirmatives
• Avoid too much meta language
• Replace phrases with words

• (Williams, J.M, 2005)
Turning negatives into affirmatives

Not many
Not the same
Did not test/check/
Does not have
Did not consider
Did not allow
Did not accept
Not able
Not certain

• Few
• Different
• Failed to
• Lacks
• Ignored
• Prevented
• Rejected
• Unable
• Uncertain

• (Williams, 1990)
Too many negatives

- There are a number of issues with this study. Firstly, participants did not have enough time to complete the task. Secondly, since two venues were used, the conditions were not the same for the two groups. In addition, the researcher did not consider the difficulty some participants had in following instructions and so we are not able to determine whether the fact that they did not complete was due to ...
Too many negatives

• There are a number of issues with this study. Firstly, participants lacked time to complete the task. Secondly, since two venues were used, the conditions were different for the two groups. In addition, the researcher failed to consider the difficulty some participants had in following instructions and so we are unable to determine whether incompletion was ..
But, they do have their place when countering a position

- In the second decade of the 21st century, we will not find locally sufficient food supplies to meet our needs, nor will we find them globally. The only way we will increase our supplies is by developing a ..
Meta language

• In the next section of the review I will discuss the issue of responsibility. The first point I would like to raise is that collective responsibility is distinct from individual.

• This next section will discuss responsibility. Collective responsibility is ...

• In this chapter it is my intention to deal with the different types of methodologies. I would like to start with discourse analysis which is commonly used in ....

• This chapter deals with different methodologies. Discourse analysis is
Conciseness-Task 3

• The topic of this essay is about the marketing of …
• This essay is about
• The are suggestions in the literature that
• The literature suggests
• Another factor in successful second language acquisition is logical reasoning. Logical reasoning is the ability to …
More examples

- Basically, language ability actually depends on various factors, the first of which is …
- Language ability depends on X factors;
- During that period of time, the consensus of opinion was that each individual would submit their future plans
- During that period, the consensus was that individuals would submit their plans
- The ceremony must be carried out in a formal manner
- The ceremony must be carried out formally
- Despite the fact that participants agreed to …
- Although participants …
- The last point I would like to make is that in regard to increased divorce rates, it is important to keep in mind that we are living in a more consumer society
- Increased divorce rate may be explained by our more consumerist society
What was your point?
The mutant CB2 heterologously overexpressed the P alpha gene, low levels of ABD activities were found.

Drazmix, so that it could increase its popularity amongst young users, in 2000 began a subtle campaign targeting university students.

Our lack of knowledge regarding dietary requirements resulted in insufficient allocation of food to the various groups present.

We didn’t allocate sufficient food to...because we lacked knowledge.
Rules of clarity

• Subjects (characters) are short and specific
• Verbs express specific actions carried out by the subjects (the action characters are part of)
• Use of abstract nouns derived from verbs or adjectives (nominalisation) makes writing hard work

• Analysis  Expression
• Failure  Definition
• Evaluation  Examination
• Explanation  Belief
• Appearance  Improvements

• Excessive prepositions can be removed
  – An evaluation of our outcomes is necessary if we are to see an improvement in our service
  – Evaluating outcomes will improve our services
Look out for

• Abstract nouns as simple subjects
• At least 6-7 words before getting to a verb
  – Rewrite the sentences using conjunctions like because, if, whether, that, how, although
Verbs with little meaning (conduct, carry out..)
There is/are (There was damage of infrastructure from the earthquake)
Empty verb (is/are- The intention of X is to
The cause of our students’ failure in academic writing is not understanding the importance of basic grammatical structures. Our students fail in academic writing because they do not understand how important grammatical structures are.

(Williams, 2005)
Task 4

Johnson carried out a study to look at the effect of …. 
Johnson studied the effect of
Smith conducted a review of the literature
Smith reviewed the literature
Carey carried out an analysis of the development of language
Carey analysed language development
A revision of our schedule will result in an increase in efficiency in handling requests
If we revise the schedule we can handle requests more efficiently
The outsourcing of telecommunications work to Asia by large companies means the loss of jobs for many European workers
Many European workers are losing their jobs because companies are outsourcing their telecommunications work to Asia

• (Williams, 2005)
The department’s inability to exert cost controls could lead to the CEO’s decision that HR intervention is needed. Because the department cannot control costs, the CEO’s may decide that HR must intervene. There was speculation by financial experts that the economy would experience a slow regeneration. Financial experts speculated that the economy would revive slowly. There is great variation in methods of recording data. Methods of recording data vary greatly. The intention of the IRD is to collect information on fraudulent claims. The IRD intends to collect information on fraudulent claims. There was a review of the progress of the millennium goals. Governments reviewed how the mg’s were progressing. 

(Williams, 2005)
The federalist’s argument in regard to the destabilization of government by popular democracy was based on their belief in the tendency of factions to further their self interest at the expense of the common good.

The federalists argued that popular democracy destabilized government, because they believed that factions tended to further their self interest at the expense of the common good.

(Williams, 2005)
When noun forms are useful

- Because we lacked evidence, we could not evaluate whether the teachers’ had targeted resources to students that most needed assistance. This lack of evidence could prevent.....
- Many European workers are losing their jobs because companies are outsourcing their telecommunications work to Asia. These losses are putting pressure
- Because the department cannot control costs, the CEO may decide that HR must intervene. Such intervention may lead to ..
References
