

Rutgers Learning Centers

At Camden Campus

Concise Writing

More words do not amount to better writing. You will make your point stronger if you are direct. Avoid phrasing your ideas in a round-about way.

Wordy

the question as to whether

there is no doubt but that

used for fuel purposes

he is a man who

in a hasty manner

this is a subject that

His story is a strange one.

owing to the fact that

in spite of the fact that

call your attention to the fact that

the fact that he had not succeeded

It has rarely been the case that any mistakes have been made.

Use active voice.

Passive

There were a great number of dead leaves lying on the ground.

At dawn the crowing of the rooster could be heard.

Put statements in positive form.

Negative

He was not very often on time.

He did not think that studying Latin was a sensible way to use one's time.

Concise

whether

no doubt/doubtless

used for fuel

he

hastily

this subject

His story is strange.

since/because

though/although

remind/notify you

his failure

Few mistakes have been made.

Active

Dead leaves covered the ground.

The rooster's crow came with dawn.

Positive

He was usually late.

He thought the study of Latin was a waste of time.

Adapted from Elements of Style, Strunk and White.

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