



How to Write Concisely Practice Sheet

Edit the following sentences so that they are concise.

1. In this day and age, people are under the impression that it is important to express ideas in a concise manner.

Concise version: _____

2. The professor conveyed the idea that the words in the sentence demonstrate the wordiness and congested nature of the writing itself.

Concise version: _____

3. Conciseness was emphasized by the teacher, but the wordy sentences did not seem to be noticed by the students.

Concise version: _____

4. Because a great many of the words in this sentence are basically unnecessary, it would really be a very good idea to edit somewhat for conciseness.

Concise version: _____

5. For each and every concise sentence you write, you will receive a bonus mark.

Concise version: _____

6. If you actually do not have more than five years of experience, it is better that you do not ask for an interview.

Concise version: _____

Possible answers:

1. People are aware that writing concisely is important.
2. The professor conveyed the wordiness and congestion of the writing.
3. The teacher emphasized conciseness, but the students did not notice the wordy sentences.
4. Since many words in this sentence are unnecessary, it would be wise to edit for conciseness.
5. You will receive a bonus mark for every concise sentence you write.
6. Ask for an interview if you have more than five years' experience.