

## Writing Concise Sentences

1. According to The Bedford Handbook, “Long sentences are not necessarily wordy, nor are short sentences always concise. A sentence is wordy if it can be tightened without loss of meaning.”

2. The general rules of avoiding wordy sentences are:

- Eliminate redundancies
- Avoid unnecessary repetition of words
- Cut empty or inflated phrases
- Simplify the structure
- Reduce clauses to phrases, phrases to single words

Examples:

**Incorrect:** The best teachers help each student become a better student both academically and emotionally.

**Correct:** The best teachers help each student grow both academically and emotionally.

**Incorrect:** It is imperative that all night managers follow strict procedures when locking the safe.

**Correct:** All night managers must follow strict procedures when locking the safe.

### Need More Help?

- Bedford: pgs. 198-203, exercises pgs. 202-203
- Supplemental exercises- [hackerhandbooks.com/bedhandbook](http://hackerhandbooks.com/bedhandbook) >Exercises for writing, grammar, and research >Grammar Exercises >Word choice >E-ex 16-3 to E-ex 16-
- Online Quizzes:  
[Grammar Quiz- Wordy Sentences!](#)  
[Purdue Concise Sentences Exercise](#)

## Wordy sentences 1

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Edit the following sentences for wordiness. Example:

The Wilsons moved into the house <sup>even though</sup> ~~in spite of the fact that~~  
the back door was only ten yards from the train tracks.

- a. Martin Luther King Jr. was a man who set a high standard for future leaders to meet.
  - b. Aanika has been deeply in love with cooking since she was little and could first peek over the edge of a big kitchen tabletop.
  - c. In my opinion, Bloom's race for the governorship is a futile exercise.
  - d. It is pretty important in being a successful graphic designer to have technical knowledge and at one and the same moment an eye for color and balance.
  - e. Your task will be the deliverance of correspondence to all employees in the company.
1. Seeing the barrels, the driver immediately slammed on his brakes.
  2. A really well-stocked bookshelf should have classical literature on it as well as important modern works of the current day.
  3. China's enormously huge work population has an effect on the global world of high-tech manufacturing of things.
  4. A typical autocross course consists of at least two straightaways, and the rest of the course is made up of numerous slaloms and several sharp turns.
  5. At breakfast time, Mehrdad always started his day with cantaloupe, lemon yogurt, and black coffee.