

简洁性 Concision

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- Effective language use

- Precision
- Concision
- Style and tone
- Syntax

- Concise writing makes every word count.
- Detail and originality should not be cut along with needless words.

How to be concise?

- 1. Cutting unnecessary repetition
- Many unskilled workers are unemployed and do not have any work.
- Many unskilled workers are unemployed.

- Redundancy:
- circle around
- consensus of opinion
- continue on
- cooperate together
- few in number
- final completion
- frank and honest exchange
- the future to come

- important, basic, and essentials
- large in size
- repeat again
- return again
- revert back
- square in shape
- surrounding circumstances

• 2. Focusing on the subject and verb

- Wordy:
 - The reason why most of the country shifts to daylight time is that summer days are much longer than winter days.
- Concise:
 - Most of the country shifts to daylight time because summer days are much longer than winter days.
- because SVO > because of S' s doing sth

- Wordy:
- There is a completely noninvasive laser treatment **that makes** people thinner by rupturing fat cells and releasing the fat into the spaces between cells.
- Concise:
- **A completely noninvasive laser treatment makes** people thinner by rupturing fat cells and releasing the fat into the spaces between cells.
- There is sb. doing sth/There is ...that...

- Wordy:
- It is the expectation of some doctors that the procedure will replace liposuction.
- Concise:
- Some doctors expect that the procedure will replace liposuction.
- It is...that...

- 3. Verbs

- (1) Verbs > Nouns (nouns made from verbs)

- Wordy:

- The occurrence of the winter solstice, the shortest day of the year, is an event occurring about December 22.

- Concise:

- The winter solstice, the shortest day of the year, occurs about December 22.

- (2) Weak Verbs
- Wordy:
 - The earth' s axis **has a tilt** as the planet **is in orbit** around the sun so that the northern and southern hemispheres **are** alternately **in alignment** toward the sun.
- Concise:
 - The earth' s axis **tilts** as the planet **orbits** the sun so that the northern and southern hemispheres alternately **align** toward the sun.

- (3) Active voice > Passive voice
- Wordy:
 - During its winter the northern hemisphere is tilted farthest away from the sun, so the nights are made longer and the days are made shorter.
- Concise:
 - During its winter the northern hemisphere tilts away from the sun, which makes the nights longer and the days shorter.

- 4. Omitting empty words and phrases
- Empty words and phrases gain little or nothing in meaning.
- When you cut or shorten them, your writing will move faster.

- Empty words and phrases :

- all things considered
- as far as I' m concerned
- for all intents and purposes
- for the most part
- in a manner of speaking
- in my opinion
- last but not least
- more or less

- Wordy:
- In my opinion, the council' s proposal to improve the city center is inadequate, all things considered.
- Concise:
- The council' s proposal to improve the city center is inadequate.

For↗	Substitute↗
at all times↗	always↗
at the present time↗	now↗
at this point in time↗	now↗
in today's society↗	now↗
in the nature of↗	like↗
for the purpose of↗	for↗

in order to↗	to↗
until such time as↗	until↗
for the reason that↗	because↗
due to the fact that↗	because↗
because of the fact that↗	because↗
by virtue of that fact that↗	because↗
despite the fact that↗	although↗
in the event that↗	if↗
by means of ↗	by↗
in the final analysis↗	finally↗

- 5. Singles words > phrases > clauses > simple clauses

- Wordy:

- The weight-loss industry faces new competition from lipolysis, **which** is a cosmetic procedure that is relatively noninvasive.

- Concise:

- The weight-loss industry faces new competition from lipolysis, **a relatively noninvasive cosmetic procedure.**

- Despite these obvious advantages, some detractors object to wind farms on aesthetic grounds, finding the large turbines ugly and unattractive.
- A) NO CAHNGE
- B) ugly, not to mention unattractive.
- C) unattractively ugly.
- D) ugly.

◆ 课堂内容回顾

Thanks

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