

Express Ideas Precisely and Concisely

To convey information as clearly as possible, it's important to use language that is both precise and concise. Precise writing is accurate, clear, descriptive, and specific. Concise writing uses the fewest words possible to clearly express an idea.

Here are two ways to make your writing more precise and concise.

■ **Use fewer, more descriptive words.**

Geraldine put tons and tons of syrup on her pancakes, which had blueberries in them.



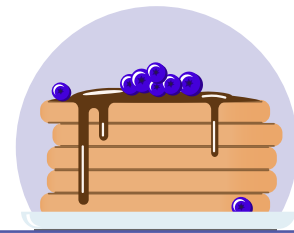
Geraldine smothered her blueberry pancakes with syrup.

■ **Eliminate redundant words and phrases.**

Mr. Lyle's past memories of that time were hazy and clouded.



Mr. Lyle's memories of that time were hazy.



Sample answers

Part A: Replace the underlined word or phrase in each sentence with something more precise and concise.

- The race car went faster and faster as it raced around the track toward the finish line. accelerated
- After the wind storm, a whole bunch of broken branches, leaves, and other stuff littered the streets. debris
- Jeremy hung the wildflower art prints on his wall in a messy and kind of mixed up way. haphazardly
- "I need to speak with you *now*," Angie said in a soft, quiet voice that showed she was serious. whispered urgently
- Gigi's very strong and clear description of her thrilling experience kept us all on the edges of our seats. vivid

Part B: Rewrite each sentence to make it more precise and concise. Replace vague and redundant wording.

- Basil is an absolutely essential, required ingredient of authentic Margherita pizza.
Basil is an essential ingredient of authentic Margherita pizza.
- I really cried so hard the whole time I was watching the entire movie.
I sobbed through the entire movie.
- My neighbor, whose name is Mr. Gardner, received a bunch of money left to him by his grandfather, who was very rich.
My neighbor, Mr. Gardner, inherited a fortune from his wealthy grandfather.
- Chris felt like he didn't have enough water in his body after finally making it across the finish line of the marathon.
Chris was parched after crossing the marathon's finish line.
- The thing I always say is, "You should always be ready for unexpected things that might happen without warning."
My motto is, "Always be prepared for the unexpected."