

## Indiana Tech Writing Center–Writing Concisely

Here are four tips to help you eliminate lengthy and wordy writing.

### 1. Limit or change adjectives -- use strong verbs instead

Use adjectives that truly describe the noun instead of inserting fluff. Take out unnecessary words to simplify your sentence without reducing eloquence. Vivid verbs will usually direct your sentence further than an adjective can.

Weak: There is a *unique, eccentric, and opposite* way to accomplish this burdensome task.

Stronger: There is an *unusual* way to complete this task.

Stronger: The contestants *ripped* through the boxes within minutes.

### 2. Eliminate powerless language

Don't speak to your audience using dialogue or asking questions. In academic writing, speak as if what you say is fact. Avoid using "in my opinion."

Weak: *My dear readers, can we truly measure success?*

Stronger: *Success is not measurable.*

### 3. Don't use too many adverbs

Be careful using words like basically, really, somewhat, extremely, and actually.

Weak: *I really enjoy sourdough bread / She basically said no to me*

Stronger: *I enjoy sourdough bread / She said no to me.*

### 4. Passive voice

It's not wrong to write this way, but it's not always concise.

Weak: *The gift was received by James.*

Stronger: *James received the gift.*

## Works Cited

“Writing Concisely.” Writingcenter.unc.edu, University of North Carolina at Chapel Hill,  
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