

Concise Language

Concise language will help prevent readers from getting confused with the meaning of each sentence. Word choice is crucial in achieving concise language. To use concise language, choose effective words that get the point across economically to avoid wordiness and vagueness.

Long phrases can often be shortened to avoid confusion by providing more accuracy. Here are some examples of wordy phrases and their concise counterparts:

Wordy and unclear

During the month of April
Despite the fact that
At this point in time
In advance of
In the near future
In the event that
During that time
In my opinion

Economic and concise

In April
Although
Now
Before
Soon
If
While
I think

Additionally, it is best for readers to have precise words in order to avoid confusion through vagueness. Below are examples of vague words to be avoided.

etc.	many	everyone
a lot	some	everything
most		

Practice: Concise language

Rewrite the following paragraph using concise language:

I applied for a job during the month of October. I did this despite that fact that I am moving in the near future. In my opinion, I will be hired for the reason that I am a very hard worker. I have many skills which can benefit employers in the event that I was to be hired. I have submitted my résumé everywhere, hoping that a lot of people phone me for an interview. The last time I applied for jobs a lot of the people did not call me back. However, I have spent a lot of time updating my résumé. I have also worked on editing my cover letter despite the fact that not all places I have been applying to require a cover letter. At this point in time, I hope my luck has changed as I need a job which will start in the near future.

Answers:

I applied for a job **in October** **although** I am moving **soon**. **I think** I will be hired **because** I am a **very** hard worker. I have many skills which can benefit employers **if** I am hired. I have submitted my résumé everywhere, hoping that **the managers** phone me for an interview. The last time I applied for jobs half of **employers** did not call me back. However, I have spent **this past week** updating my résumé. I have also worked on editing my cover letter **even though** not all places I have been applying to require a cover letter. **Currently**, I hope my luck has changed as I need a job which starts **soon**.