ONLINE TECHNICAL COMMUNICATION CENTER COLORADOSCHOOLOF MINES.

CONCISENESS PRACTICE

Exercises

Exercise 1: Rewrite the following wordy sentences; make them more concise.

- At this point in time, the state of California is safe, but in connection with climate change, California's gulf will be under water in a very long time.
- Petroleum has the capacity to be used in over 5,000 daily household items, which makes it a very useful resource.
- At this point in time, military drones have the ability to cost the United States government upwards of \$10,000 per hour of flight time.
- Despite the fact that a large majority of people think that California has the most earthquakes in the United States, it is actually Alaska that has the most earthquakes.
- Through the use of future technology, engineers have the capacity to mine the over 80 percent of the earth's gold that remains hidden.

Exercise 2: Go through a pervious paper that you have written and identify wordy sentences. Rewrite these sentences in a concise manner.



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Answer Key

Exercise 1

Currently, California is safe, but through climate change, its gulf will be under water a long time from now.

Explanation:

- Currently is less wordy than at this point in time.
- Our readers will know that California is a state, so we do not need to write state of California.
- Through is better than in connection with.
- Very adds nothing to the original wordy sentence and can be cut.

Petroleum can be used in over 5,000 household items, which makes it a useful resource.

Explanation:

Has the capacity is wordy and may be replaced with can. Again, the use of very in the original sentence is wordy.

Currently, military drones can cost the United States upwards of \$10,000 per hour of flight time.

Explanation:

- At this point in time can always be replaced with currently.
- Can is less wordy than have the ability.

Many people think that California has the most earthquakes in the United States. However, Alaska has the most earthquakes.

Explanation:

- Despite the fact that is wordy and can be eliminated.
- Many is by far less wordy than a large majority of people.
- To be more readable, the revised sentences contain one sentence about earthquake assumptions; the other sentence is about Alaska.

With future technology, engineers can mine the over 80 percent of the earth's gold that remains hidden.

Explanation:

- With is better than through the use of.
- Have the capacity is wordy, and can is less wordy.

