

## Tip #6    **CONCISENESS Pt. 2**

簡潔性

### Basic Guidelines

Use only the minimum number of words to communicate your message. Readers will then sense that the writer is NOT wasting (stealing?) their time!

Original	<b><i>The number of eukaryotic cells is larger than the number of prokaryotic cells.</i></b>	15 words
Revised	<b><i>Eukaryotic cells outnumber prokaryotic cells.</i></b>	5 words
Overall decrease in the number of words =		66.7%

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### 1. Avoid overly using “one of the”

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#### 1. ORIGINAL

***For further space developments, cost reduction of a transportation system is one of the most important tasks.***  
(17)

#### 1. REVISED: DELETE “ONE OF THE”

***For further space developments, cost reduction of a transportation system is a most important task.*** (15)

#### 2. ORIGINAL

***One of the main goals of in-situ dating is to calibrate Martian chronology.***

#### 2. REVISED: DELETE “ONE OF THE”

***A main goal of in-situ dating is to calibrate Martian chronology.***

#### 3. ORIGINAL

***One of the approaches to those problems is constructing miniature neural networks which fit within the microscopic field.***

#### 3. REVISED: DELETE “ONE OF THE”

***One approach to those problems is constructing miniature neural networks which fit within the microscopic field.***

### COMMENTS

Most non-native speakers learn the use “the” with superlative forms (最上級) . Even though this is true for “almost all” situations, it is not true for “all” situations. In this case, the group is labeled “most important tasks”, of which there are at least two. Thus, “an important task” becomes possible.

4. ORIGINAL

*In order to optimize the coil design of the new wire, we changed the number of the layers. (18)*

4. REVISED: VERB

*To optimize the coil design of the new wire, we changed the number of the layers. (16)*

5. ORIGINAL

*In order to accomplish the objective I need to gain more technical knowledge, to know business practices and to improve my ability to communicate better with people having different backgrounds in order to establish a relationship of mutual trust.*

↑  
Excessive use of infinitive forms

5. REVISED

*To accomplish the objective I need to gain more technical knowledge, to know business practices and to improve my ability to communicate better with people having different backgrounds so that I can establish a relationship of mutual trust.*

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*To accomplish the objective we must gain more technical knowledge, know business practices and improve my ability to communicate better with people having different backgrounds so that we can establish a relationship of mutual trust.*

(see "04 Infinitives")

6. ORIGINAL

*Infrastructure, legal framework, human resources, and people's contributive actions are the four areas that were not fully seen in Nan and need to be improved in order to environmentally sustain the province.*

6. REVISED: NEED → MUST

*Infrastructure, legal framework, human resources, and people's contributive actions are the four areas that were not fully seen in Nan and need to be improved to environmentally sustain the province.*

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*Infrastructure, legal framework, human resources, and people's contributive actions are the four areas that were not fully seen in Nan and must be improved for environmentally sustaining the province.*

7. ORIGINAL

*The biomass of such communities sometimes weighs up to 30 kg/m2 in spite of dark and high-pressure environments (Kasparov et al., 2005).*

7. REVISED: IN SPIRE OF→DESPITE

*The biomass of such communities sometimes weighs up to 30 kg/m2 despite dark and high-pressure environments (Kasparov et al., 2005).*

8. ORIGINAL

*However, clinical practice guidelines and private hospital guidelines (standard clinical guidelines) are not explicit enough to help every hospital and every healthcare provider in every situation. Identification of all possible options and their outcomes would be very difficult, especially in light of each hospital's unique situation.*

8. REVISED: ADJECTIVE/OTHER

*However, clinical practice guidelines and private hospital guidelines (standard clinical guidelines) are not explicit enough to help every hospital and every healthcare provider in every situation. Identification of all possible options and their outcomes would be very difficult, especially because of each hospital's unique situation.*

COMMENTS

Though the original sentence is perfectly good English, the use of “in order to” makes it overly formal when the formality is relatively unimportant in the context. Thus, the infinitive form (不定詞) is generally sufficient or reword the sentence. Here are some common “overly formal” patterns to be careful about, and also avoid overly using the phrase “the fact that”.

due to the fact	}	because, since, why
owing to the fact		
in light of the fact		
considering the fact		
on the grounds		
the reason for		
for the reason		
thanks to		

despite the fact	}	although, even though
regardless of the fact		
notwithstanding the fact		

it is crucial	}	must, should
it is necessary		
there is a need/necessity for		
it is important		

in the event  
 if it should transpire/happen  
 under circumstances in which  
 on the occasion of  
 in a situation in which  
 under circumstances in which

} if, when

is able to  
 is in a position to  
 has the opportunity to  
 has the capacity for  
 has the ability to

} can

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3. *Avoid repeating the same words needlessly* (unless they have persuasive power)

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9. ORIGINAL

*The leadership of these department heads is concerned with three main factors: safety controlling,, safety coaching, and safety caring. (19)*

6. REVISED: ADJECTIVE/OTHER

*The leadership of these department heads is concerned with three main safety factors: controlling,, coaching, and caring. (17)*

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### Bulleted Text in Presentation Slides

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Notice how the author has needlessly repeated two words:

Sustainability = 5 times

Meaning = 5 times

15 words



#### **Meaning of sustainability**

- Ecological sustainability – meaning?
- Economic sustainability – meaning?
- Cultural sustainability – meaning?
- Sustainable communities – meaning?

Sustainability = 1 time

Meaning = 1 time

7 words ( ↓ 50%!)

★ easier for audience to digest



### ***Meaning of sustainability***

- Ecological
- Economic
- Cultural
- Communities