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 The number of eukaryotic cells is larger than the number of prokaryotic cells.

Revised Eukaryotic cells outnumber prokaryotic cells.

Overall decrease in the number of words = 66.7%

1. Avoid overly using "one of the"

1. ORIGINAL

For further space developments, cost reduction of a transportation system is <u>one of the</u> most important task<u>s</u>. (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

<u>One of the main goals</u> of in-situ dating is to calibrate Martian chronology.

2. REVISED: DELETE "ONE OF THE"

<u>A main goal</u> of in-situ dating is to calibrate Martian chronology.

3. ORIGINAL

<u>One of the approaches</u> 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

<u>In order to optimize</u> the coil design of the new wire, we changed the number of the layers. (18)

4. REVISED: VERB

<u>To optimize</u> 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.

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.

Infrastructure, legal framework, people's human resources, and 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 SPITE 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

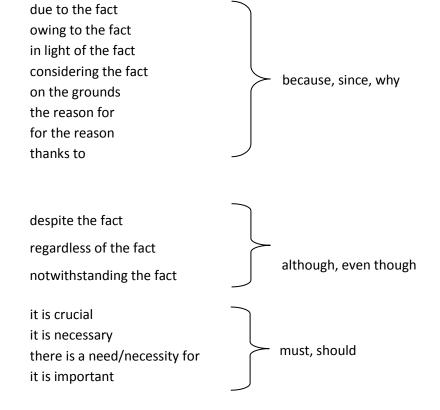
However, clinical practice guidelines and private hospital guidelines (standard clinical guidelines) are not explicit enough to help every hospital and every healthcare provider in every situation. Identification of all possible options and their outcomes would be very difficult, especially in light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



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

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

can

9. ORIGINAL

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

6. REVISED: ADJECTIVE/OTHER

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

Bulleted Text in Presentation Slides

Notice how the author has needlessly repeated two words:

<u>Sustainability</u> = 5 times

Meaning = 5 times

15 words



Meaning of sustainability

- Ecological <u>sustainability</u> <u>meaning</u>?
- Economic <u>sustainability</u> <u>meaning</u>?
- Cultural <u>sustainability</u> <u>meaning</u>?
- Sustainable communities meaning?

7

<u>Sustainability</u> = 1 time

Meaning = 1 time

7 words (↓ 50%!)

★ easier for audience to digest



Meaning of sustainability

- Ecological
- > Economic
- Cultural
- Communities

7