Tip #6  CONCISENESS Pt. 2

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. | 15 words |
| Revised  | Eukaryotic cells outnumber prokaryotic cells. | 5 words |
| 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 one of the most important tasks.*

2. **ORIGINAL**

   *One of the main goals 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.*

1. **REVISED: DELETE “ONE OF THE”**

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

2. **REVISED: DELETE “ONE OF THE”**

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

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.
2. Avoid overly formal phrasing

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.

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.

(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 must be improved to environmentally sustain the province.

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 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/OFFICE**

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
- owing to the fact
- in light of the fact
- considering the fact
- on the grounds
- the reason for
- for the reason
- thanks to

\[
\text{because, since, why}
\]

- despite the fact
- regardless of the fact
- notwithstanding the fact

\[
\text{although, even though}
\]

- it is crucial
- it is necessary
- there is a need/necessity for
- it is important

\[
\text{must, should}
\]
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

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

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/Others

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

**Bulleted Text in Presentation Slides**

Notice how the author has needlessly repeated two words:

- **Sustainability** = 5 times
- **Meaning** = 5 times

**Meaning of sustainability**

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

- Ecological
- Economic
- Cultural
- Communities

Sustainability = 1 time
Meaning = 1 time
7 words (↓ 50%!)
★ easier for audience to digest