Better Writing

Writing Concisely

REMEMBER

Active Voice vs. Passive Voice Verbs
Verbs in the active voice indicate that the subject is doing something. Verbs in the passive voice indicate that the subject is having something done to it. The subject is inactive.

Preposition
A word expressing a spatial, temporal or other relationship between nouns, pronouns, etc. (e.g., on, in, before, under).

Parallelism
In grammar, this refers to the desirable repetition of specific sentence syntax in succession for rhetorical effect. (e.g., The clause, "I have a dream" in Martin Luther King, Jr.'s famous speech).

PRACTICE *Using Active Voice Verbs*

Error: Congressman Paul Ryan's preparation for his campaign **was carried** out by his chief of staff. *(15 words)*

Correction: The chief of staff **prepared** Congressman Ryan's campaign. *(8 words)*

PRACTICE *Eliminating Excessive Prepositional Phrases*

Error: The diversity in the workplace course is going to be implemented by the Human Resources office to make sure employees are reminded to be conscientious of the differences of their coworkers. *(31 words, 4 prepositional phrases)*

Correction: Human Resources will implement the workplace diversity course to ensure employees are considerate of their coworkers. *(16 words, 1 prepositional phrase)*

PRACTICE *Eliminating Redundancy*

Error: Based on the evidence we found from our investigation, our team recommends that Microsoft focus on creating a re-branding strategy that looks ahead to the future to overcome these challenges and problems from competition. *(34 words)*

Correction: Based on our investigation, our team recommends Microsoft create a re-branding strategy that will overcome competitor challenges. *(17 words)*

PRACTICE *Using Parallel Structure, especially in Lists*

Error: Every time Windows updates its program, users experience new benefits, new challenges, and **it's frustrating.**

Correction: Every time Windows updates its program, users experience new **benefits**, **challenges**, and **frustrations**. *("benefits," "challenges," and "frustrations" are all nouns)*