

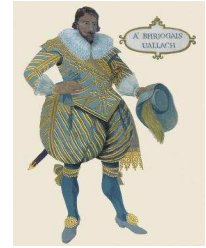
Writing concisely and with clarity



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Overdressed? Pompous?



Simplicity

- Utilize
 - Modification
 - Deficiency
 - Ascertain
 - Endeavour
 - Prior to
 - Subsequent to
- Use
 - Change
 - Lack
 - Find out
 - Try
 - Before
 - After

Simplicity

- It is often the case that
 - Is indicative of
 - In spite of the fact that
 - Owing to the fact that
 - Be of the opinion that
 - Considering the fact that
 - In the event that
 - In a position to
- Frequently
 - Indicates
 - Although
 - Because
 - Believe
 - Since
 - If
 - Can

Clutter

- General consensus of opinion
 - Regular routine
 - Rarely ever
 - Join together
 - Joint collaboration
 - Sum total
 - Ultimate outcome
 - Future plans
 - Split apart
 - (Venolia, 1995)
- Consensus
 - Routine
 - Rarely
 - Join
 - Collaboration
 - Total
 - Outcome
 - Plans
 - Split

Further examples

- University enrollment is estimated to be approximately ..
- A total of 21 people responded
- The temperature can be measured by means of a centrally placed
- This response is equally as valid as the second
- In order to test for diabetes we inserted a ...
- Brown (2010) stressed the point that
- The two bacteria are in close proximity
- One reason Jones found a lower reproduction rate was because the bees did not have access to ...
- The reason why the rate of infection has increased is ...

More examples

- Basically, language ability actually depends on various factors, the first of which is ...
- Language ability depends on X factors;
- During that period of time, the consensus of opinion was that each individual would submit their future plans
- During that period, the consensus was that individuals would submit their plans
- Despite the fact that participants agreed to ...
- Although participants ...

Avoid superfluous by

- Deleting words that mean little
- Delete words repeated/implied
- Replace negatives with affirmatives
- Avoid too much meta language
- Replace phrases with words

• (Williams, J.M, 2005)

Turning negatives into affirmatives

Not many	Few
Not the same	Different
Did not test/check/	Failed to
Does not have	Lacks
Did not consider	Ignored
Did not allow	Prevented
Did not accept	Rejected
Not able	Unable
Not certain	Uncertain

• (Williams, J.M, 2005)

Too many negatives

- There are a number of issues with this study. Firstly, participants did not have enough time to complete the task. Secondly, since two venues were used, the conditions were not the same for the two groups. In addition, the researcher did not consider the difficulty some participants had in following instructions and so we are not able to determine whether the fact that they did not complete was due to

Too many negatives

- There are a number of issues with this study. Firstly, participants **lacked** time to complete the task. Secondly, since two venues were used, the conditions were **different** for the two groups. In addition, the researcher **failed to** consider the difficulty some participants had in following instructions and so we are **unable** to determine whether **incompletion** was ..

Meta language

- In the next section of the review I will discuss the issue of responsibility. The first point I would like to raise is that collective responsibility is distinct from individual.
- This next section will outline responsibility terms. Collective responsibility is ...
- In this chapter it is my intention to deal with the different types of methodologies. I would like to start with discourse analysis which is commonly used in ...
- This chapter deals with different methodologies. Discourse analysis is
- There are suggestions in the literature that
- The literature suggests
- Another factor in successful second language acquisition is logical reasoning. Logical reasoning is the ability to ...

Clarity

- Drazmix, so that it could increase its popularity amongst young users, in 2000 began a subtle campaign targeting university students
- The cause of our students' failure in academic writing is not understanding the importance of basic grammatical structures
- **Our students fail in academic writing because they do not understand how important grammatical structures are**

(Williams, 2005)

Rules of clarity (Williams, J.M, 2005)

- Make clear the subject and verb of the sentence
- Watch out for nominalisation
- **Analysis** **Expression**
- **Failure** **Definition**
- **Evaluation** **Examination**
- **Explanation** **Belief**
- **Appearance** **Improvements**
 - *An explanation of the losses was offered by the council*
- Rewrite sentences using conjunctions e.g if, whether, although - *Students fail because*
- Minimize use of empty verbs (there is/are) or verbs with little meaning (conduct/carry out)
 - *There are suggestions in the literature*
 - *Smith conducted research into the 'bear effect'*- **Task 1**

- Johnson studied the effect of
- Smith reviewed the literature
- Carey analysed the development of language
- If we revise the schedule we can handle requests more efficiently
- Many European workers are losing their jobs because companies are outsourcing their telecommunications work to Asia
- Because the department cannot control costs, the CEO's may decide that HR must intervene
- Financial experts speculated that the economy would revive slowly
- Methods of recording data vary greatly
- The IRD intends to collect information on
- Governments reviewed how the mg's were progressing

(Williams, 2005)

The most direct route from A to B



Task 2

Overstuffed sentences

Critics claim that music teachers fail to teach the basic musicality and aesthetic sensitivity. Music teachers counter that rehearsal time is limited and that community presses for performances at athletic events, outside programs, and competitions. Add the need for recruitment programs and there is little time to develop a comprehensive music education program

She reported three results: 1) heart rate differences between athletes and non-athletes were not significant; 2) athletes were similar to non-athletes in the relationship of their heart rate to their lung capacity; and 3) athletes scored higher on the reaction time test than on the tactile subtest.

Vagueness

- Plants for **this study** were taken from the ..
- Jones **contributed** several pieces to the collection
- Participants were **divided into** high, moderate and low IQ
- Participants **were categorized** by IQ score as high, moderate and low

(Walters, 1999)

Vagueness

- Farmers will need to **address** methane gas emissions
- (Think about, discuss, solve)
- The researcher was able to **access** participant data
- (open, enter, retrieve-file)
- This Chapter will **discuss** human capital
- (Describe, outline, examine)
- Self regulated learning is an **area** that is well researched
- (concept, theory, approach, branch of education)
- The technology **exists** to be able to automatically translate ...
- Managers need to **implement** stricter regulations on ..
- (enforce, apply, carry out)
- The researcher asked for participants' **input** in the focus group
- (opinions, ideas, views, solutions)
- This study shows the importance of **looking at** communication between departments
- (exploring, considering, examining)
- A number of aspects need to be considered

Missing information

- Literary experts disagree as to whether X or Y was the greatest writer of the industrial period
 - Literary experts disagree as to whether X or Y was the greatest English writer of the late Colonial period
 - The experimental trial was preceded by a set of instructions
 - Prior to the experimental trial, the researcher read out a set of instructions to the participants
 - To collect data from employees, you will need permission from the management
 - Universities should better prepare students for the workforce
 - X will be done using the already mentioned method
 - In addition to the above mentioned characteristics
 - This aspects is of concern to
- (Walters, 1999)

Disjointedness

- These two questions tend to confuse participants, because they neither recognize the difference between the two nor understand the wording of each question
- These two questions tend to confuse participants, because they neither understand the wording of each question nor recognize the difference between them
- Lack of encoding, according to Green (2001), contributes to memory loss
- The overall values and the raw data are shown in Table 2
- Gordon recommends that learners progress from oral learning through symbolic learning before approaching theoretical learning. Piaget has cautioned us to leave theoretical learning until the formal operations stage

(Walters, 1999)

Unsorted factors

The diplomatic service urgently needs high quality culturally sensitive verbal reasoning tests

The diplomatic service urgently needs high quality verbal reasoning tests that are culturally sensitive

In teacher-report temperament scales, correlations between distractibility and higher academic achievement and IQ scores were found

Using teacher-report temperament scales, researchers have found that distractibility correlates positively with academic achievement and with IQ scores

(Walters, 1999)