

# Precise and Concise

Good writing is more than being grammatically correct or using the right punctuation. Writers must write in a way that readers can comprehend. That means writing precise and concise sentences and paragraphs. Here are some of the most common mistakes students make when writing information texts.

## Make Writing Clear to Readers

- Eliminate unnecessary words.
- Don't use filler words (that, of, up).
- Use clear and easy to understand language.  
Shorten wordy phrases.

## Examples

The semester will last *a period* of four months.  
The semester will last four months.

I stepped off *of* the stage.  
I stepped off the stage.

*It was a well-known fact* there has been *a vast proliferation of undesirable graffiti* written on the walls *adjacent* to the boys' restroom as well as the walls nearby in the hallway.

There has been a lot of graffiti written on the walls next to the boys' restroom and hallway.

*Here are some other mistakes writers make when they are not thinking about being clear and concise.*

- Extra nouns:

Tonya wanted to be in the data processing *field*.  
Tonya wanted to be in data processing.

- There is/There Are:

*There are* fourteen students in study hall today.  
Fourteen students are in study hall today.

- Not using domain words:

The research report is about *studying snakes*.  
The research report is about herpetology, the study of snakes.

How can you avoid making these common mistakes? Writing information or explanatory essays requires planning. For example, you should have a list of domain-words about the subject you are writing. When you complete a paragraph, read it aloud. Does it say what you want it to say? Read the section to someone. If they are unable to tell you what the paragraph means, then you can be sure it needs to be rewritten to be more precise. Look for extra words and phrases that repeat or are redundant. Remember to think of your audience. Who will be reading the essay? Be precise, concise, and use domain-specific vocabulary. Readers will appreciate the clarity in your writing!

# Precise Writing Guide

**Moin Qazi**



## **Precise Writing Guide:**

*A Guide to Writing Scientific Information* Pasquale De Marco, 2025-07-23 This comprehensive guide provides a wealth of knowledge and practical strategies for effectively writing structuring and disseminating scientific information Whether you are a student embarking on your research journey or a seasoned professional seeking to enhance your scientific writing skills this book will serve as an invaluable resource With a focus on clarity organization and precision this guide equips you with the tools and techniques to communicate your scientific findings effectively You will learn how to write with clarity and avoid ambiguity ensuring that your message is understood by readers of all backgrounds Beyond the basics of scientific writing this guide delves into ethical considerations writing for diverse audiences and the importance of collaboration You will gain insights into best practices for citing and referencing sources ensuring the integrity and credibility of your work This book is packed with real world examples exercises and case studies that illustrate the concepts and techniques discussed Whether you are preparing a scientific report writing a journal article or presenting your research at a conference this guide will provide you with the knowledge and confidence to succeed Written in a clear and accessible style this comprehensive guide is suitable for scientists of all levels of experience By following the guidance provided in this book you will gain the skills and confidence to communicate your scientific findings effectively contributing to the advancement of knowledge and understanding Invest in this essential guide today and unlock your potential as a scientific writer With its practical strategies and expert insights this book will empower you to write with clarity precision and impact ensuring that your scientific message reaches and resonates with its intended audience If you like this book write a review [A Modern Guide To Writing Mastery: Strategies And Techniques For Powerful Communication](#) Pasquale De Marco, 2025-04-07 In a world saturated with information clear and effective communication has become more critical than ever Whether you re a student a professional or an aspiring writer this comprehensive guide to writing mastery will equip you with the skills and techniques to elevate your writing to new heights With its engaging writing style practical exercises and insightful guidance this book takes you on a journey through the essential elements of effective writing from the building blocks of sentences to the art of storytelling You ll learn how to craft strong paragraphs and essays master the art of grammar and mechanics and choose words that resonate with your audience Whether you re writing for academic professional or personal purposes this book provides invaluable insights and strategies to help you communicate your ideas with clarity precision and impact You ll learn how to write with persuasion and clarity avoid common writing pitfalls and develop a unique voice and style that sets you apart More than just a writing guide this book is an exploration of the writing process itself It delves into the pre writing and brainstorming stages guiding you through the drafting revising and editing process You ll discover the secrets of overcoming writer s block managing your time effectively and harnessing the power of feedback to improve your writing With its comprehensive coverage of essential writing skills and techniques this book is an indispensable resource for anyone who

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*Writing and Speaking in the Technology Professions* David F. Beer, 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer s Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer s classic *Writing and Speaking in the Technology Professions* an invaluable guide to successful communication

**The Writer's Digest Guide to Good Writing**, 1994 Divided into decades from the 1920s to the 1990s this compilation provides articles written by such authors as James Hilton Phyllis A Whitney Allen Ginsberg and Stephen King

**Writing Guide with Handbook** Michelle Bachelor Robinson, Maria Jerskey, Toby Fulwiler, 2021-12-14 Writing Guide with Handbook aligns to the goals topics and objectives of many first year writing and composition courses It

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The Boston Consulting Group, 2009

*Studying Law at University* Simon Chesterman, Clare Rhoden, 2020-08-02 Do you want to do well in Law from day one Law is a challenging and competitive subject to study at university You need to become familiar with its peculiar language and complicated practices as quickly as possible if you want to do well Drawing on the experiences of hundreds of students Studying Law at University demystifies your law course With reliable tips and practical suggestions it shows you how to understand key legal concepts read cases take useful notes become an active learner manage your time write law essays sit law exams Updated to take into account the increasing use of the internet this second edition of Studying Law at

University tells you everything you need to know to get good marks and enjoy your studies      **Beat the Street II** WetFeet (Firm),2008      *The Good Writing Guide for Education Students* Dominic Wyse,2007 This practical guide has been designed to help education students improve their writing skills to meet the needs of their course It provides advice on reading widely searching for materials and how to carry out small scale research projects      **Accenture** WetFeet (Firm),2009      *A New Guide to Precis Writing* Rowland Walter Jepson,1951      **The Journalism Behind Journalism** Gina Baleria,2021-08-11

Today s journalists need to know both the skills of how to write interview and research as well as skills that are often thought of as more intangible This book provides a practical how to approach for developing honing and practicing the intangible skills critical to strong journalism Individual chapters introduce journalism s intangible concepts such as curiosity empathy implicit bias community engagement and tenacity relating them to solid journalistic practice through real world examples Case studies and interviews with industry professionals help to further establish connections between concept and practice and mid chapter and end of chapter exercises give the reader a concrete pathway toward developing these skills The book offers an important perspective for the modern media landscape where any journalist seeking to make an impact must know how to contextualize events hold power to account and inform their community to contribute to a healthy democracy This is an invaluable text for courses in journalism skills at both the undergraduate and graduate level and anyone training the next generation of journalists



## **Precise Writing Guide** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the energy of words has become much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Precise Writing Guide**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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