



## Tips for Efficient Sentences

To convey meaning clearly and concisely, the sentences we write must be efficient. As you write your content, revise your sentences looking for specific sentences:

- 1) **Wordiness:** Do my sentences include excessive words to convey an idea? Eliminate words that might be repeated or do not add new or essential information.
- 2) **Concrete verbs:** Replace auxiliary verbs with concrete ones.
- 3) **Clauses:** In many cases, adjective clauses can be reduced to phrases.
- 4) **Prepositions:** Show relationship between ideas with description rather than prepositions or prepositional phrases.
- 5) **Jargon:** When using technical words, decide whether an explanation is needed, or whether the audience is already familiar with the terms.
- 6) **Sentence types:** Depending on the content, use sentence variety (simple, compound, complex, compound-complex) to present main ideas.
- 7) **Sentences lengths:** Long sentences are not necessarily more effective. Reduce long sentences to make your ideas easy to identify.

**Reading out loud may help you to determine if your sentences flow well together.**

