

HW #3.5: Clear, Concise, Direct

15 pts.

Complete this assignment before you upload your Researched Report infographic. It will help you revise your sentences to achieve a readable style that will clearly communicate your points.

Instructions

NOTE: You may need to mix and match. For example, if all your sentences are already short, then find another heading that needs parallel structure or another sentence that needs more direct syntax, as explained in the last section.

STEP 1: Review the video and slideshow posted on Moodle and linked here:

- [Writing Concisely](#)
- [Clear, Concise, Direct](#)

STEP 2: Find and revise your sentences from your infographic.

Copy and paste a sentence that is more than 20 words. Using tips from the video, edit the sentence to be fewer than 20 words. Break up the sentence if necessary. Use a different color text to highlight your changes or otherwise explain how you edited the sentence.

Copy and paste another sentence that is more than 20 words. Using tips from the video, edit the sentence to be fewer than 20 words. Break up the sentence if necessary. Use a different color text to highlight your changes or otherwise explain how you edited the sentence.

Copy and paste two headings from your infographic. Revise them to use parallel structure. Use a different color text to highlight your changes.

Copy and paste three sentences or headings that need revising. Make one of these changes to each sentence. Use a different color text to highlight your changes. **NOTE: If you try to replace “there is” or passive voice and decide that it doesn’t work, you can include that sentence with an explanation.**

- Replace “is” or “there is” or “there are”
- Rewrite to replace an -ing verbal
- Change a sentence to active voice
- Swap a pronoun for its antecedent
- Cut pompous language
- Replace squishy nouns

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