

Purdue University Writing Lab Indiana Department of Transportation
Workshop Series | Dr. Linda Bergmann, Allen Brizee

Another way to eliminate unnecessary words is to eliminate words and phrases that do not carry much meaning:

Unnecessary



It is widely known that the engineers at Sandia Labs have become active participants in the Search and Rescue operations in most years. (Word count: 23)

Better: In recent years, engineers at Sandia Labs have regularly participated in the Search and Rescue operations. (New word count: 16)

Notice that an S-V-O correction has also been made.

You may also combine sentences to eliminate unnecessary repetition:

Repetitive information: Results of the field tests showed that weather conditions accelerated road wear in a surprisingly short amount of time. Results of the tests revealed that weather conditions reduced the surface quality of concrete more quickly than asphalt. (36 words)

Better: Results of field tests showed that weather conditions accelerated road wear quickly, reducing the surface quality of the concrete more quickly than of asphalt. (23 words)

Practice Writing Clear, Concise Prose

How many words can you eliminate without changing the meaning and intent of the paragraph? Remember that **conciseness** means saying what you mean in the most economical way, ***not cutting meaning.***

There are various alternatives for Portland Cement Concrete (PCC) rehabilitation techniques. Some of these techniques are commonly used in Indiana. These are: overlay, crack-and-seat with overlay, break-and-seat with overlay, and total reconstruction. The selection of alternatives primarily depends on the pavement type and its existing condition. Among these alternatives, HMA overlays rubblized PCC is considered to be the most common type of PCC rehabilitation. In this technique, the concrete PCC slab is reduced in-place to approximately aggregate base material size. **(80 Words)**