



Quick Tips for Business Writing
How to Write Concisely
By Angela J. Maniak

Writing concisely means saying what is necessary
in the fewest words possible.

How to Write Concisely is a two-page reference sheet offering
a step-by-step approach to:

- Saying only what you need to say
- Composing a concise yet complete draft
- Getting your point across quickly
- Removing unneeded words

How to Write Concisely includes the following:

Start With Three Questions

Tips for a Brief Document (under one page)

Tips for a Longer Document (a full page or more)

How to Eliminate the Most Common Causes of Wordiness

- Filler Phrases
- Drawn-out Verbs
- Repetition
- Redundancy
- Generalizations
- Passive Voice

Example of a Wordy E-mail

Example of Wordiness Highlighted

Example of a Concise E-mail (It is reduced from 167 to 75 words, and it says more than the original.)

Seven Essential Steps to Concise Writing

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