

# To The Point A Dictionary Of Concise Writing

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the essential guide to writing succinctly who doesn't hate wading through wordy paragraphs unfortunately many writers don't realize when they are padding their sentences and obscuring their meaning enter to the point the essential guide to writing succinctly featuring hundreds of new entries this freshly updated edition is complete with a guide to the basics of writing concisely including how to reduce the number of words in a phrase substitute a single word for a phrase and delete extraneous words and phrases the dictionary of concise writing which gives concise alternatives to thousands of wordy phrases language expert robert hartwell fiske uses each wordy phrase in a sentence and then rewrites or deletes the phrase entirely to show how the sentence can be improved the brand new guide to obfuscation a reverse dictionary which helps writers build a more pithy vocabulary to the point is the perfect reference book for anyone who wants to communicate more effectively through clear and beautiful writing

a guide to clean strong prose that lists thousands of common wordy phrases that too many writers rely on and offers concise alternatives

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after all they have to sift through the extra verbiage and hunt for the key points of your message making readers do unnecessary work can make them grumpy and grumpy readers are less receptive to what you have to say learning objectives identify what concise writing is examine the importance of writing concisely discover actionable steps that will help you to write more effectively

provides basic writing guidelines tips on reducing wordiness and a dictionary of phrases and their alternatives

writing well is for school writing effectively is for life todd rogers and jessica lasky fink offer the most valuable practical writing advice today building on their own research in behavioral science they outline cognitive facts about how people actually read and distill them into six principles that will transform the power of your writing less is more make reading easy design for easy navigation use enough formatting but no more tell readers why they should care make responding easy including many real world examples a checklist and other tools this guide will make you a more successful and productive communicator rogers and lasky fink bring strunk and white s core ideas into the twenty first century s attention marketplace when the influential guides to writing prose were written the internet hadn t been invented now the average american adult is inundated with digital messages each day with all this correspondence capturing a busy reader s attention is more challenging than ever this is how to do it

the intent of my book is to assist writers of all ages and levels of expertise in improving their skills in discovering the attributes of successful paragraph construction with an in depth understanding of the dynamics of writing award winning essays the most critical component of competitive success is the ability to translate an idea into a comprehensive written report the meals main point evidence analysis logic and synonym an acronym is a tool designed to act as a guide to promote ease and excellence in writing endeavors during his graduate work dr elsayess developed a new tool with the acronym meals

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language precision highlights the critical role of concise writing in effective communication particularly in essays and formal contexts it emphasizes that precision isn't just about style but about enhancing understanding and credibility the book explores how to eliminate unnecessary words and streamline sentences revealing that influential documents throughout history have showcased directness and clarity the psychological impact of clarity is also examined showing how straightforward language benefits comprehension the book progresses by first defining concise language and its elements then moves to identifying and eliminating common sources of wordiness it transitions into the psychological effects of clarity on readers before concluding with practical strategies for essays emails and reports this approach offers a holistic framework that distinguishes it from other writing guides emphasizing the cognitive advantages of clarity and providing actionable techniques for students and professionals alike to improve their writing skills and overall communication skills

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