Writing Style: Concision

1. Go to the WRC reception desk and ask to check out Joseph M. Williams’ Style: Lessons in Clarity and Grace. You will need a driver’s license or other photo identification to check this book out for use in the WRC.

2. Read the first part of lesson 7, found on pages 111-117.

3. Answer the following questions about your reading on a separate sheet of paper:
   a. What is concision?
   b. What are the five principles of concision? Write the principles and give one original example of each.

4. Now is a good time to STOP and visit an instructor or a tutor to review your answers. Write any questions you may have below before you go, and get a signature when you finish.

   ____________________________________________________________
   ____________________________________________________________

   Instructor name                                                   Date

Once you are ready, go on to #5.

5. Complete exercises 7.1 and 7.2 on page 117-118. Please use a separate sheet of paper to complete this activity.

6. Before reviewing your answers with an instructor or tutor, use the space below to write any questions you still have:

   ____________________________________________________________
   ____________________________________________________________

7. Bring the book and your completed exercises to an instructor or tutor to review. Have that person sign and date this sheet.

   Instructor/Tutor signature                                        Date

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