Writing Style: Concision 2

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. Continue reading pages 119-130. Then, complete exercise 7.4 on pages 124-125. Please complete this activity on a separate sheet of paper.
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