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Free worksheet to practice writing for ESL teachers and students. (Free download available.)Join our mailing list to receive a free ESL teaching resource every week.Click to JoinDescriptive ParagraphsExample: New York CityNew York City is in the United States.New York City is located in New York State.It borders on the Atlantic Ocean.It was founded in 1625 as "New Amsterdam".It was first settled by the Dutch.It is important for commerce.Wall Street is located in New York City.It has many national and international banks.It has many important skyscrapers.The World Trade Center is located in New York City.The Empire State Building is in New York City.New York City is an important city for immigration.Ellis Island used to be the entry point for many immigrants at the turn of the century.There is an interesting immigration museum on Ellis Island. New York, New York is located on the Atlantic Coast of the United States of America. It was first settled as "New Amsterdam" in 1625 by the Dutch. Today, New York City is an important commercial and banking center which includes Wall Street. Among its many important skyscrapers are the World Trade Center and The Empire State Building. One of the most interesting museums is on Ellis Island which served as the entry point for many immigrants who passed through New York City.Exercise 1: Elvis PresleyArrange the sentences about Elvis Presley into idea groups. Write a paragraph about Elvis Presley using the idea groups to create concise sentences. Elvis Presley was an American.He was a singer and actor.He was famous for rock-and-roll.He was born in Tupelo, Mississippi.He was born on January 8, 1935He started singing in church.He taught himself to play the guitar.He first became popular on the local touring circuit for country-and-western music.He sang romantic songs.He danced erotically.Teens loved him for his new style.He had many hits.He sang "Love Me Tender", "All Shook Up", and "Don't Be Cruel".He died on August 16, 1977.He died in Memphis, Tennessee.He might have died of drug and alcohol abuse.Exercise 2: Creative WritingChoose a famous place or person. Write several important facts about that place or person. Arrange the sentences into idea groups. Write a paragraph using the idea groups to create concise sentences. DownloadDownload this worksheet in Word doc format.Post navigation Good business writing is concise, direct, and unambiguous. The exercises below will help students eliminate wordiness in their writing. Also see these concise writing tips. Exercise 1 Make the sentences more concise. The potential answers are listed after the activity. 1. In spite of the fact that our budget for advertising is now higher, our sales figures have not gotten any better. 2. In the event of an emergency, such as a fire or earthquake, please exit the building as soon as you possibly can. 3. We currently have several available job openings for a variety of positions in our Sales department. 4. The reason I'm having trouble with my computer is because the antivirus has not been updated at all recently. 5. We consider the candidate to be a very good fit for either of the two positions. 6. As we discussed during our previous phone call, the shipping charges on your next order with us will be waived. 7. We are now in the process of evaluating how to address the issue that exists regarding the performance of our team members. 8. Our researchers carried out interviews with several people who are professionals in the health care industry. 9. Please change the information on your employee profile to include the most recent information. 10. We would like to offer congratulations to all the people who participated in and completed the training program. Potential Answers 1. Despite increasing our advertising budget, sales have not improved. 2. In case of emergency, please exit the building immediately. 3. We have several job openings in our Sales department. 4. I'm having trouble with my computer because its antivirus is out of date. 5. We think the candidate would be a good fit for either position. 6. As we discussed, we will waive the shipping charges on your next order. 7. We are addressing our team's performance issues. 8. Our researchers interviewed several health care professionals. 9. Please update your employee profile. 10. Congratulations to everyone who completed the training program. 0 of 10 Questions completed Questions: Information You have already completed the quiz before. Hence you can not start it again. You must sign in or sign up to start the quiz. You must first complete the following: Quiz complete. Results are being recorded. 0 of 10 Questions answered correctly Your time: Time has elapsed You have reached 0 of 0 point(s), (0) Earned Point(s): 0 of 0, (0) 0 Essay(s) Pending (Possible Point(s): 0) Current Review / Skip Answered Correct Incorrect Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: Close scrutiny of the Panama Papers reveals that you essentially hid much of your income in off-shore tax havens. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: It is so very surprising that we have fossils of jellyfish, as Charles Darwin actually predicted that soft-bodied animals would be very unlikely to enter the fossil record. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: Virginia Woolf stated that in her opinion some female novelists wrote with way too much bitterness, anger, disgruntlement, and resentment. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: My study of tree rings in the Calgary area clearly shows that droughts were more common in the past than we may have been accustomed to think. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: Angkor Wat was originally built by a Hindu king, but when the Khmer rulers of Cambodia later became Buddhists they turned it into a Buddhist temple. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: According to my conception of the plan, I think that if we first open up a branch in Manhattan then we can later expand to Berlin. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: Apparently, the male royal albatross is often first to arrive at the nesting site. When the male royal albatross arrives it will start to build the nest. However, when the female arrives it may sometimes decide that the site is inappropriate and start to build a new nest. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: Andrea just wanted to upload and file her taxes electronically. However, as is so often the case, the government website was down again. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: Ben thought of starting a website where children could leave reviews of their parents. However, he worried that such a website where kids could comment on their caregivers might get a lot of parents in trouble with social services. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted. Instructions: Please rewrite the following sentence to make it more concise. Keep the same ideas and content, but get rid of redundant words and phrasing. After you submit your sentence, read the feedback to see our suggestion(s). There isn't always one perfect answer. In some ways it's the process of editing that's most important. Sentence: As I have mentioned any number of times now, the practice of betting on sports not only makes many of the results somewhat suspect, but also changes fundamentally what sport should be about. This response will be awarded full points automatically, but it can be reviewed and adjusted after submission. Grading can be reviewed and adjusted. Grading can be reviewed and adjusted.





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