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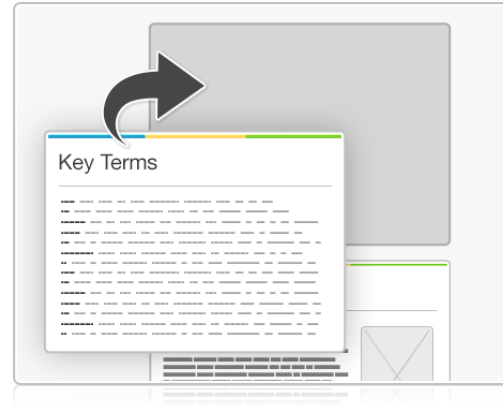
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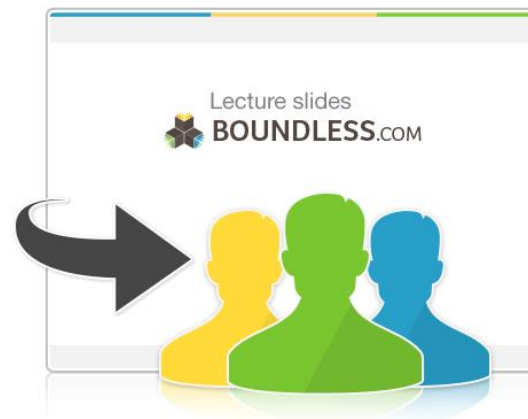
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Using Boundless Presentations



The Appendix

The appendix is for you to use to add depth and breadth to your lectures. You can simply drag and drop slides from the appendix into the main presentation to make for a richer lecture experience.



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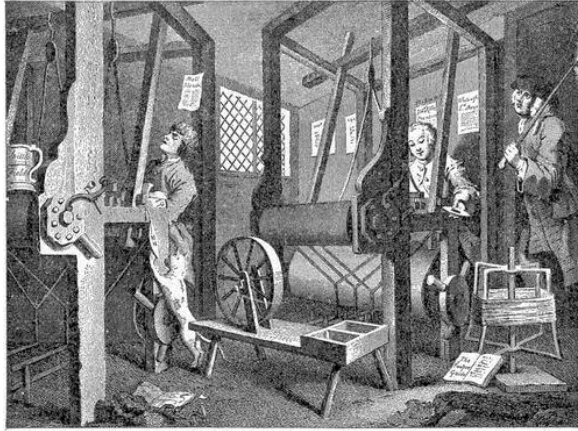
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About Boundless

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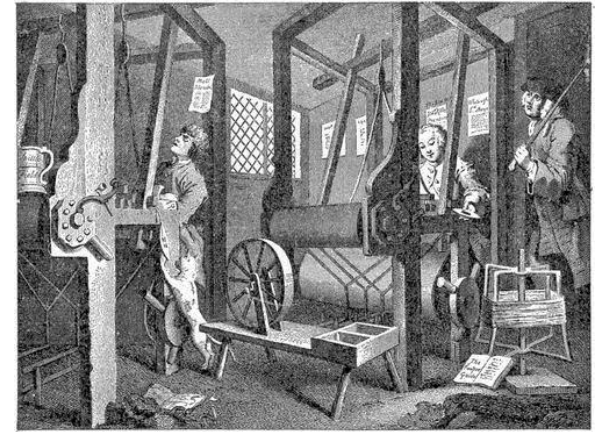
Word Choice



- Writing Concisely
- Using Appropriate Language
- Choosing Precise Wording
- Using the Dictionary and Thesaurus Effectively

Writing Concisely

- Making your writing concise increases clarity, which makes it more likely that your reader will understand the argument you are presenting.
- Concision makes writing more forceful, memorable and persuasive.
- Using fewer words requires editing, and can be challenging to master!

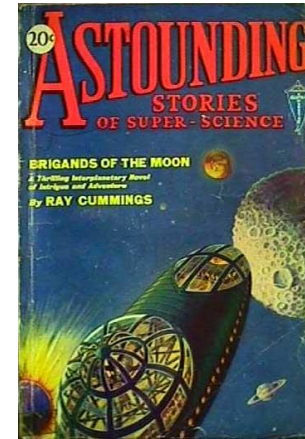


The physical size of the workroom is too small to accommodate this equipment.

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Using Appropriate Language

- Avoid writing that is pretentious and jargon heavy.
- Therefore, in your own writing, strive for clarity by using appropriate and concise language. This will make your overall argument much clearer for your reader.
- Longer words and sentences may confuse your readers, or can make the writing sound arrogant.

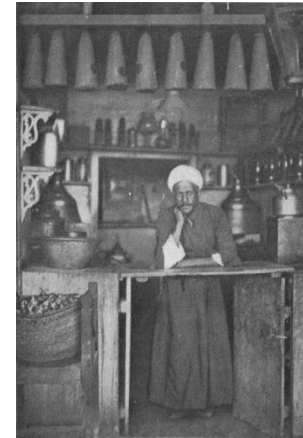


The process of narrativization makes present, within a realm of the imaginary, a social and historical awareness that is unavailable within in simple, material facticity.

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Choosing Precise Wording

- When possible, replace vague generalizations with more specific and concise wording. This clarifies for your reader the topic of your paper and the conceptual plane of your ensuing argument.
- You can increase the clarity, and therefore the usability, of your writing by using concrete, specific words rather than abstract, general ones.
- Your objective when choosing words is not to avoid abstract general words altogether, but rather to avoid using them when your readers will want more specific ones.
- By using the special terms of your field accurately, you show your fellow specialists that you are adept in it. Alternatively, you should avoid using technical terms your readers won't understand.
- If you must use them, explain unfamiliar terms by giving a synonym, a description, an analogy or a definition.
- Be especially sensitive to the connotation and register of words. Connotation is the extended or suggested meaning of a word has beyond its literal meaning. Register identifies a word's association with certain situations or contexts.



Our sales team is constantly trying to locate new markets for our various product lines.

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Using the Dictionary and Thesaurus Effectively

- Spell-check features on word processors are helpful tools, but will not catch all mistakes.
- Thesauruses can help add variety to dry prose by helping you identify words with similar meanings.
- Always use a dictionary to confirm the meaning of any word about which you are unsure.
- Diction is important since it refers to the writer's or speaker's distinctive vocabulary choices and style, and impacts word choice and syntax.



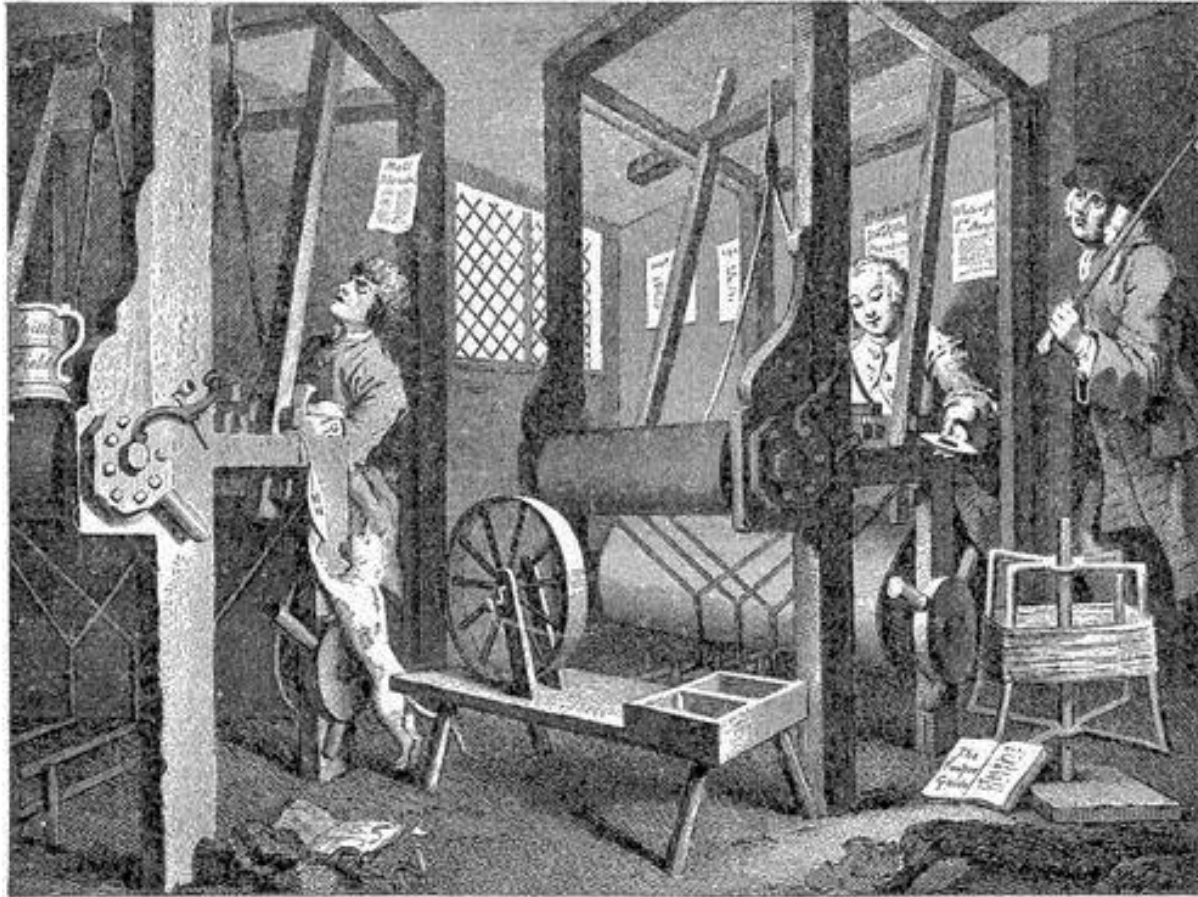
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Appendix

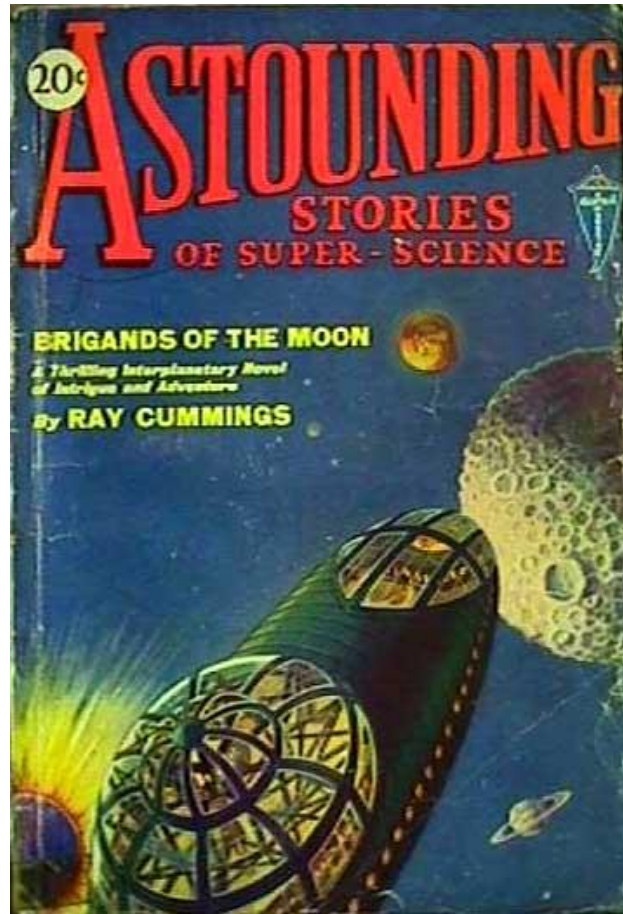
Key terms

- [abstract](#) An abstract is a brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose. [\(CC BY-SA 3.0\)](#)
- [cliché](#) An expression, idea, or element of an artistic work which has become overused to the point of losing its original meaning, or effect, and even, to the point of being trite or irritating, especially when at some earlier time it was considered meaningful or novel. [\(CC BY-SA 3.0\)](#)
- [colloquial](#) Denoting a manner of speaking or writing that is characteristic of familiar conversation; informal. [\(CC BY-SA 3.0\)](#)
- [concision](#) Concision refers generally to brevity, or the practice of using no more words than necessary to describe an idea. When increasing concision (without omitting important information), it increases the effectiveness of communication by making it more efficient and by making information easier to understand. Concision has been described as one of the elementary principles of writing. [\(CC BY-SA 3.0\)](#)
- [connotation](#) A meaning of a word or phrase that is suggested or implied, as opposed to a denotation, or literal meaning. A characteristic of words or phrases, or of the contexts that words and phrases are used in. [\(CC BY-SA 3.0\)](#)
- [dictionary](#) A reference work with a list of words from one or more languages, normally ordered alphabetically and explaining each word's meaning and sometimes containing information on its etymology, usage, translations and other data. [\(CC BY-SA 3.0\)](#)
- [jargon](#) A technical terminology unique to a particular subject. [\(CC BY-SA 3.0\)](#)
- [modifier](#) A word, phrase, or clause that limits or qualifies the sense of another word or phrase. [\(CC BY-SA 3.0\)](#)
- [register](#) A style of a language used in a particular context [\(CC BY-SA 3.0\)](#)
- [thesaurus](#) A publication, usually in the form of a book, that provides synonyms (and sometimes antonyms) for the words of a given language. [\(CC BY-SA 3.0\)](#)



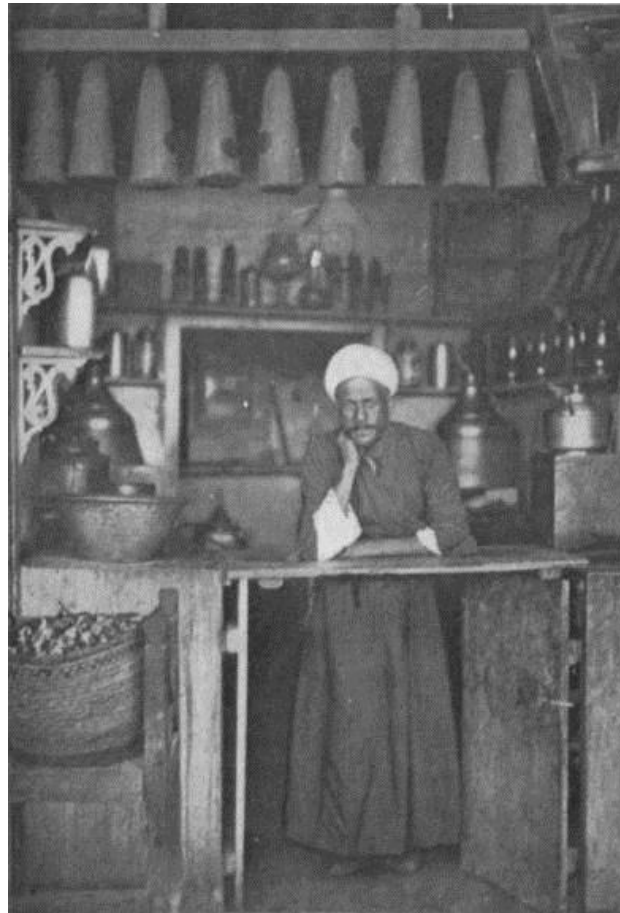
The physical size of the workroom is too small to accommodate this equipment.

Though the title communicates the information, it does so in a way that deploys an excessive amount of words. A simplified version of the sentence is: "The workroom is too small for this equipment." Look for places in your own writing to remove excessive and unnecessary words in order to make your writing more concise and efficient. Your readers will appreciate it!



The process of narrativization makes present, within a realm of the imaginary, a social and historical awareness that is unavailable within in simple, material facticity.

The title demonstrates an example of a sentence that is pretentious and jargon heavy. Avoiding pretentious writing and defining any technical jargon will endow your writing with a clarity that readers will appreciate.



Our sales team is constantly trying to locate new markets for our various product lines.

The title demonstrates the necessity of choosing words carefully when writing. As it stands, the sales team is only "constantly trying," and it is unclear whether they are successful or not. Being aware of the connotation and register of the words you choose in your writing will help increase your writing's clarity.

A word, phrase, or clause that limits or qualifies the sense of another word or phrase.

A) colloquial

B) jargon

C) thesaurus

D) modifier

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Which of the following is an example of how to simplify sentences?

A) Eliminate unnecessary words to convey your meaning more directly.

B) All of these answers.

C) Place modifiers next to the words they modify to keep related words together and increase clarity.

D) Combine short sentences to reduce the total words and help readers see relationships more clearly.

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_____ refers generally to brevity, or the practice of using no more words than necessary to describe an idea. When increasing _____ (without omitting important information), it increases the effectiveness of communication by making it more efficient and by making information easier to understand. _____ has been described as one of the elementary principles of writing.

A) fragment

B) jargon

C) redundancy

D) concision

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C) redundancy

D) concision

A word, phrase, or clause that limits or qualifies the sense of another word or phrase.

A) clause

B) modifier

C) idea

D) Imperfect

A word, phrase, or clause that limits or qualifies the sense of another word or phrase.

A) clause

B) modifier

C) idea

D) Imperfect

A word, phrase, or clause that limits or qualifies the sense of another word or phrase.

A) plural

B) verb

C) compound sentence

D) modifier

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B) dictionary

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Consider the following sentence, and then answer the question: People who live in the “Frost Belt,” otherwise known as the northern states, are, at this point in time, still moving toward the sun. Which of the following revisions most effectively eliminates empty words and phrases while keeping the message of this sentence intact?

A) People who live in the “Frost Belt,” as the northern states are known, are moving toward the sun, even now.

B) People from the “Frost Belt” are now still moving toward the sun.

C) The sunny southern states continue to attract people from the “Frost Belt” in the northern states.

D) People from the northern states, or “Frost Belt,” continue to move toward the sun.

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The wording is concise in which of the following sentences?

A) In order to follow the plot, you really must make an outline.

B) Due to the fact that I was tired, I missed my first class.

C) I missed my first class due to the fact of being tired.

D) To follow the plot, you must make an outline.

The wording is concise in which of the following sentences?

A) In order to follow the plot, you really must make an outline.

B) Due to the fact that I was tired, I missed my first class.

C) I missed my first class due to the fact of being tired.

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A technical terminology unique to a particular subject.

A) colloquial

B) concision

C) thesaurus

D) jargon

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When is it appropriate to use jargon?

- A) Never.
- B) When you know that your audience understands and expects you to use specific technical terminology.
- C) When using it will make your paper seem more well-informed.
- D) As frequently as possible.

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Why should you always try to write using simple language?

- A) Because when you use long words and sentences, you are committing plagiarism.
- B) Because writing with complicated vocabulary makes your paper more precise.
- C) Because the goal of academic writing is to clearly communicate an argument, not to seem smart.
- D) Because your audience doesn't have prior knowledge of your subject.

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Denoting a manner of speaking or writing that is characteristic of familiar conversation; informal.

A) abstract

B) concision

C) jargon

D) colloquial

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Which of the following sentences contains a cliché?

A) Bleeding-heart liberals are to blame for excessive spending on social programs.

B) It is a common misperception that people who live outside of a major city are out of touch with current events.

C) The left wing party has been in political control for several years.

D) He always votes the Democrat party ticket.

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A style of a language used in a particular context

A) concision

B) modifier

C) register

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An _____ is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose.

A) thesaurus

B) colloquial

C) dictionary

D) abstract

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A) thesis

B) quotation marks

C) abstract

D) social science

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An _____ is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose.

A) Literature review

B) result

C) conclusion

D) abstract

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A meaning of a word or phrase that is suggested or implied, as opposed to a denotation, or literal meaning. A characteristic of words or phrases, or of the contexts that words and phrases are used in.

A) Gobbledygook

B) connotation

C) fragment

D) thesaurus

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In an academic paper, which of the following versions of the sentence is the most appropriate?

A) The government restricts corporations.

B) The government regulates emissions.

C) The Environmental Protection Agency sets regulations on corporate emissions.

D) The Environmental Protection Agency shuts down innovation by regulating corporations.

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What is the definition of connotation?

- A) It ensures that words are used accurately.
- B) It is a word's association with certain situations or contexts.
- C) It is a way to increase clarity by using concrete, specific terms.
- D) It is the extended or suggested meaning of a word beyond its literal meaning.

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A reference work with a list of words from one or more languages, normally ordered alphabetically and explaining each word's meaning and sometimes containing information on its etymology, usage, translations and other data.

A) dictionary

B) modifier

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How is it beneficial to use a dictionary while writing a paper?

A) It is helpful if you don't have spell-check on your computer.

B) It is a good way to find different, more creative word choices if you are repeating the same words.

C) It can help you make sure you know the meaning of the words you are using in your paper.

D) All of these answers.

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How would a thesaurus be used to edit the following sentence? "It is repetitive to use the same words repeatedly in your paper."

A) Look up the word "repetitive" in a thesaurus, and replace it with a synonym.

B) Learn the definition of "repetitive."

C) Verify the spelling of the word "repetitive."

D) Make sure you understand the common usage of the word "repeatedly."

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A publication, usually in the form of a book, that provides synonyms (and sometimes antonyms) for the words of a given language.

A) concision

B) Gobbledygook

C) thesaurus

D) redundancy

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Which of the following sentences contains a diction error?

A) She was reticent about her recent experiences with drugs.

B) She was reticent to discuss her recent experiences with prescription drugs.

C) She was reluctant to discuss her recent experiences with prescription drugs.

D) She was one of the most reticent interviewees I have ever encountered.

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