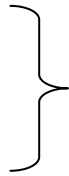


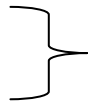
Eliminating Wordiness from your Writing

at the present time
in the present circumstances
at this point in time
at this moment
in this day and age



Use now or today or nowadays.

at that point in time
in those days
in that period



Use then.

in many cases
in some cases
in exceptional cases
in most cases

Use often.
Use sometimes.
Use rarely.
Use most.

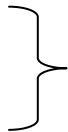
consider as, consider as being
I consider study as being necessary
to success.

Use: I consider study necessary to success.

despite the fact that
regardless of the fact that

Use although.

due to the fact that
for the purpose of
by virtue of the fact that
the reason is because



Use because.

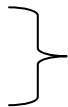
in a position to, in order to

Use can.

in the area of

Use near or in.

in the event that
in the event of
in case of



Use if with a verb.

In the event that fire breaks out, leave the files behind.

If fire breaks out, leave the files behind

in terms of

[Should usually be revised out of your prose.]

The new curriculum was designed in terms of student needs and faculty ability.

The new curriculum considers both student needs and faculty ability.

The new curriculum was designed to match faculty ability with student needs

in the final analysis

Use finally, or drop the phrase entirely.

in no uncertain terms

Drop the phrase, or use firmly or clearly.

in the nature of
things of that nature

Use like or things like that.

refer back

Use only refer.

He is of a complex character.

Use: He is complex.

She is of a generous nature.

Use: She is generous.

The was of a green color.

Use: The car was green.

The weather conditions are bad.

Use: The weather is bad.

Traffic condition are congested.

Use: Traffic is congested.

Eliminate redundancies:

Redundant

advance forward

continue on

completely eliminate

refer back

repeat again

combine together

circle around

close proximity

few in number

cheaper in cost

disappear from view

past history

important essentials

Direct

advance

continue

eliminate

refer

repeat

combine

circle

close

few

cheaper, less costly

disappear

history, the past

essentials