

## 4 wordy writing problems

adapted from: <https://4syllables.com.au/resources/concise-writing-cheat-sheet>

Here are some examples. The word in brackets can be removed when you're editing.

### 1. Meaningless modifiers or qualifiers

Avoid adding words thinking they'll add meaning or clarity when they don't.

- (end) result
- (brief) summary
- (completely) destroyed
- continue (on)
- (past) history
- plan (ahead)

### 2. Redundant categories

Avoid including words that spell out the category of a word when it's already obvious.

- brief (in duration)
- consensus (of opinion)
- free (of charge)
- (the month of) December
- (the state of) Victoria
- (period of) 3 weeks

### 3. Paired words

Avoid using a pair of words when they have roughly the same meaning.

- (each and) every
- first (and foremost)
- (full and) complete
- fees (and charges)
- cease (and desist)
- various (and sundry)

### 4. Wordy phrases

Avoid phrasing that includes extra words that aren't doing any extra work.

- (in order) to
- is (located) at
- during (the course of)
- until (such time as)
- owing to (the fact that)
- (both) x and y

**Avoid these phrases**

A considerable amount of  
A large number of  
Along the lines of  
A majority of  
A number of  
Any and all  
As a consequence of  
As a matter of fact  
As a means to  
Assess whether  
At first glance  
At the same time that  
Because of the fact that  
Both of these, both of them  
Both [x] and [y]  
Brings to mind  
By definition means  
By means of  
By the use of  
Can be seen as  
Concerning the matter of  
Despite the fact that  
Did not succeed  
Due to the effects  
Due to the fact that  
During the course of  
Excessive number of  
Final conclusion  
Final result  
First and foremost  
For all intents and purposes  
For that which is  
For the purpose of  
Full and complete  
Future plans  
Has a negative impact  
Has (had or have) been found to  
Has (had or have) the ability to (capacity for)  
In a case in which  
In accordance with  
In a situation in which  
In all likelihood (probability)  
In connection with  
In light of the fact that  
In order to

**Try these instead**

Many, a lot  
Many  
Like  
Most, many  
Some, many  
All  
Because  
In fact or DELETE  
To  
Work out, see if  
First or DELETE  
While  
Because  
Both  
[x] and [y]  
Reminds, suggests  
Means  
By  
Using  
Is or DELETE  
About  
Although  
Failed  
Because  
Because  
During, while  
Too many  
Conclusion  
Result  
First  
Actually or DELETE  
For the  
For  
Full  
Plans  
Hinders, stops  
Is, was, are  
Can, could  
When, where  
By  
In, when, where  
Likely, probably  
About  
Because  
To

### **Avoid these phrases**

In reference to  
In the final analysis  
In the light of  
In the majority of cases (instances)  
In view of the fact that  
Is able to  
Is found to be  
Is in conflict with  
Is in contrast with  
Is located at  
It can be seen that  
It could happen that  
It is apparent (clear) that  
It is necessary that  
Last but not least  
Later on  
Make reference to  
Manner in which  
Mix together  
Of great importance  
On account of (the fact that)  
On the basis of  
On the grounds that  
On the whole  
On top of all this  
Overall goal  
Owing to the fact that  
Period of time  
Pink in colour  
Plan ahead  
Prior to (Previous to)  
Providing that  
Reconsider again  
Regardless of the fact that  
The majority of  
The reason why  
There is a chance that  
Throughout the course of  
Totally obvious  
Whether or not  
Which have been found to be  
With regard to  
With the exception of

### **Try these instead**

About  
Finally  
Considering, because  
Most  
Because  
Can  
Is  
Contradicts, is against  
Compared with, contrasts with  
Is at  
So or DELETE  
Could, may, might  
Clearly  
Must  
Finally  
Later  
Refer to  
Way  
Mix  
Important  
Because  
Because, based on  
Because  
Overall or DELETE  
And then or DELETE  
Goal  
Because  
Period, time  
Pink  
Plan  
Before  
If  
Reconsider  
Although  
Most  
Reason, because  
It may, might, could  
During, while  
Obvious  
Whether, if  
Are  
About, regarding  
Except for