

GETTING RID OF WORDINESS

Good writing is concise writing. Don't say something in ten words if you can say it as well, or better, in five. "In this day and age" is not as effective as simply "today." "At the present time" should be "at present" or "now."

Another kind of wordiness comes from saying something twice. There is no need to say "in the month of July" or "7 am in the morning" or "my personal opinion." July is a month, 7a.m. is the morning, and my opinion obviously is personal. All you need to say is "in July," "7 a.m.," and "my opinion."

Still another kind of wordiness comes from using expressions that add nothing to the meaning of the sentence. "The fact of the matter is that I'm tired" says no more than "I'm tired."

Below are more examples of wordiness.

WORDY WRITING

At that point in time

There is no doubt but that

He is a person who

A person who is honest

There are many boys who

He was there in person

Personally I think

My father he

Surrounded on all sides

During the winter months

Brown in color

Refer back

Repeat again

Two different kinds

Free complimentary copy

Free gift

Very unique

Past history

End result

Usual custom

CONCISE WRITING

then

no doubt

he

an honest person

many boys

he was there

I think

my father

surrounded

during the winter

brown

refer

repeat

two kinds

complimentary copy

gift

unique

history

result

custom