



## Concise Writing

Repetition, filler phrases, clichés, and empty words can turn your prose into a briar patch. Leave time during proofreading to find and prune wordy outgrowths. Readers will appreciate how clearly your concise writing conveys ideas. This handout describes common issues and ways to repair them.

1. **Cut the redundant:** many words and phrases repeat an idea and can be cut.

various and sundry	various	plan in advance	plan
each and every	each	general consensus	consensus
basic and fundamental	basic	my personal opinion	my opinion
first and foremost	first	past history	history
big in size	big	close proximity	proximity
bisect in two	bisect	totally devoid of	devoid of
few in number	few	total annihilation	annihilation
sufficient enough	sufficient	blue in color	blue
honest in character	honest	final outcome	outcome
resemble in appearance	resemble	most optimal	optimal
adequate enough	adequate	outer periphery	periphery

2. **Replace wordy phrases:** some phrases are better expressed in one word.

was witness to	various	in this day and age	plan
the reason for	reason	are in a position to	can
is possible that	may	in spite of the fact that	although
a large proportion of	most	prior to	before
not many	few	made a statement saying	stated
take into consideration	consider	at the present time	now
in the event that	if	at all times	always
was of the opinion that	thought	not often	rarely
for the purpose of	for	at that point in time	then
not allow	prevent	engaged in an evaluation	evaluating
in the not too distant future	soon	the transportation of	transporting

3. **Cut words that add nothing to the sentence:** some words are only filler.

**X:** Club sports are **basically individual** student-led teams who practice in their **particular** sports and compete against **various** other club teams from their **given** colleges.

**✓:** Club sports are student-led teams who practice and compete against other college-level club teams.

absolutely	various	interesting	quite	given	basically	awfully
certain	really	virtually	actually	awfully	definitely	generally

### Works Consulted

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