



Eliminating Wordiness

Long sentences are not necessarily wordy, nor are short sentences always concise.

A sentence is wordy if its meaning can be conveyed in fewer words.

Here are some tips for eliminating wordiness in your writing:

➤ **ELIMINATE REDUNDANCIES**

WORDY: Daniel is now employed at a private rehabilitation center working as a registered physical therapist.

REVISED: Daniel works at a private rehabilitation center as a registered physical therapist.

➤ **AVOID UNNECESSARY REPETITION OF WORDS**

WORDY: The best teachers help each student to become a better student both academically and emotionally.

REVISED: The best teachers help each students grow both academically and emotionally.

➤ **CUT EMPTY OR INFLATED PHRASES**

WORDY: In my opinion, our current immigration policy is misguided on several counts.

REVISED: Our current immigration policy is misguided on several counts.

➤ **AVOID EMPTY, COLORLESS VERBS (ESPECIALLY “TO BE”)**

WORDY: The administrative secretary is responsible for monitoring and balancing the budget.

REVISED: The administrative secretary monitors and balances the budget.

➤ **AVOID JARGON**

WORDY: For years, the indigenous body politic of South Africa attempted to negotiate legal enfranchisement without result.

REVISED: For years, the indigenous people of South Africa negotiated in vain for the right to vote.

Hacker, Diana. A Writer's Reference. 5th ed. Boston: Bedford, 2003.