Reducing Wordiness

1. Avoid superfluous words and unnecessary repetition.
   Wordy: After descending down to the edge of the river, we boarded a small raft that was floating there on the surface of the water.
   Better: After descending to the edge of the river, we boarded a small raft.

2. Reduce clauses and phrases.
   Wordy: When they were trapped by a cave-in, the miners waited for rescue.
   Better: Trapped by a cave-in, the miners waited for rescue.
   Wordy: We decided that we would get an early start.
   Better: We decided to get an early start.
   Wordy: Dr. Brown, who is the chief surgeon, will operate.
   Better: Dr. Brown, the chief surgeon, will operate.
   Wordy: She greeted everyone in a cordial manner.
   Better: She greeted everyone cordially.

3. Avoid overwriting.
   Wordy: Illumination is required to be extinguished upon vacating these premises.
   Better: Turn out the lights when you leave.
   Wordy: The theatrical performance commenced at the stipulated time.
   Better: The play began on time.
   Wordy: When a resident of a facility for the health-challenged was wrongfully administered a health-reviving solution, a negative patient care outcome was the result.
   Better: The hospital patient died when he was given the wrong medication.

4. Avoid unnecessary details.
   Wordy: Last winter the squash tournament was won by Barry Stebbins with a racquet he had purchased two months before from a friend of his who had bought a new one made of catgut and who sold Barry his old one for $8.50.
   Better: Last winter the squash tournament was won by Barry Stebbins with a racquet he had bought from a friend for $8.50.
   Still better: Last winter Barry Stebbins won the squash tournament with a second-hand racquet.

5. Avoid repetitious, inflated or wordy phrases.
   Wordy: In all necessary essentials, the work is completed and finished.
   Better: In all essentials, the work is finished.
**Wordy:** In the event that it becomes impossible for the participants to reach agreement on the proposal, it will be necessary for them to reach a consensus of opinion on how to proceed on with the project.

**Better:** If the participants cannot agree on the proposal, they will need to reach consensus on how to proceed with the project.

- **Omit the filler phrases "it is," "there is," and "there are" at the beginning of sentences.**

  **Wordy** It is expensive to upgrade computer systems.

  **Concise** Upgrading computer systems is expensive.

- **Replace passive verbs with active verbs. In passive constructions, the subject of the sentence is being acted upon; in active constructions, the subject is the actor.**

  **Wordy:** Rain forests are being destroyed by uncontrolled logging.

  **Concise:** Uncontrolled logging is destroying rain forests.

- **Substitute strong verbs for "-tion" and "-sion" words whenever possible.**

  **Wordy:** I submitted an application for the job.

  **Concise:** I applied for the job.

In this article it discusses CHANGED TO This article discusses some tips for teachers and for parents to make the transition to kindergarten a successful and positive one.

**Examples of common wordy expressions:**

<table>
<thead>
<tr>
<th>Wordy Expression</th>
<th>Concise Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat again</td>
<td>Cooperate together</td>
</tr>
<tr>
<td>Recur again</td>
<td>Meet up with</td>
</tr>
<tr>
<td>At this point in time</td>
<td>Visible to the eye</td>
</tr>
<tr>
<td>Long length</td>
<td>Revert back</td>
</tr>
<tr>
<td>Rise up</td>
<td>Back up</td>
</tr>
<tr>
<td>Loquacious talker</td>
<td>Consensus of opinion</td>
</tr>
<tr>
<td>Few in number</td>
<td>In order to</td>
</tr>
<tr>
<td>Join together</td>
<td>By means of</td>
</tr>
<tr>
<td>Necessary need</td>
<td>On condition that</td>
</tr>
<tr>
<td>First beginnings</td>
<td>With the exception of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wordy Expression</th>
<th>Concise Expression</th>
</tr>
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<tr>
<td>As a result of</td>
<td>Close proximity</td>
</tr>
<tr>
<td>Close proximity</td>
<td>Combine together</td>
</tr>
<tr>
<td>Combine together</td>
<td>Final end</td>
</tr>
</tbody>
</table>