

Eliminating Wordiness

Definition: *Wordiness* refers to the use of more words than necessary to convey *meaning* in speech or writing.

- Eliminating wordiness means using concise and direct sentences.

How to Eliminate Wordiness?

- **Remove Unnecessary Words:** Avoid redundancy by removing words that do not contribute to a sentence.

Examples:

1. **I enjoy power walking at a quick pace in the night time twilight under the dark sky.**
2. **She is one of the many girls who attends and walks the corridors of my school.**

- **Remove Redundant Words:** Remove words that are redundant. These are some common pairs of words that are redundant; one word should be removed from each pair.

first and foremost
each and every
any and all
hopes and desires
always and forever
final outcome
ancient history
future plans
free gift
terrible tragedy
reflect back

- **Remove Meaningless Intensifiers:** Intensifiers such as so, very, many, quite, really, and definitely are unnecessary. If they add no significance to the sentence, they can be removed.

Examples:

1. Lisa is ~~definitely~~ a ~~very~~ skilled writer.
2. She ~~really, truly~~ dances ~~quite~~ well

- **Remove Prepositions:** Limit the number of prepositions used in one sentence. Using excessive prepositions consecutively within a sentence is known as a “preposition pile-up” or “preposition choo-choo train.”

Example:

I go ~~to~~ work] [~~from~~ ~~between~~ 9:00 a.m.] [~~to~~ ~~about~~ 5:00 p.m.] [~~with~~ ~~and~~ ~~take~~ a one-hour break] [~~in~~ ~~between~~] [~~at~~ ~~about~~ ~~around~~ noon].

I work from 9:00 a.m. to 5:00 p.m. and take a one-hour break around noon.

- **Avoid Lengthiness:** Avoid lengthy expressions that make a sentence wordy. Eliminating this problem may require moving words around in the sentence.

Example 1:

~~At this point in time,~~ *There are currently* far too many prisoners of war, ~~also known as (POWs).~~

There are currently too many prisoners of war (POWs).

Example 2:

~~If you really want to know, I can truthfully say that I actually don't really care about~~ where we go to eat for dinner.

I don't care where we eat dinner.