**Wordiness**

Wordiness is a common mistake that students do. It is the use of many words to express an idea/ wordy sentence. The use of more words than necessary to convey meaning.

The English writing style is direct, straightforward, clear, and concise.

**Examples:**

* Keep the essential words and omit the unnecessary ones:

The reason why he came to this college was because it was inexpensive.

He came to college because it was inexpensive.

Despite the fact that she was very ill, she came to the conclusion that she would go back to work.

Despite feeling ill, she decided to go to work.

***Strategies for eliminating wordiness***

1. **Avoid empty constructions. Avoid especially the use of "there is/are," "this is," and "it is."**

Example: This is not a convincing argument because it lacks adequate evidence.

Revision: This argument lacks adequate evidence.

Example: There are many reasons why I support her election to the School Board.

Revision: I support her election to the School Board because she advocates lowering student/teacher ratios and enriching art and music programs.

**2. Use active, not passive voice:**

Passive Voice: Because my position *was* eliminated *by* the company, I had to find a new job.

Active Voice: Because the company eliminated my position, I had to find a new job.

**3. Avoid unnecessary word groups like "which is," "that is," and "who is." Notice in the examples how these clauses only lengthen sentences rather than contribute to meaning.**

Example: People who are looking for bargains shop at thrift stores.

Revision: People looking for bargains shop at thrift stores.

4. **Avoid unnecessary repetition.**

Example: Personally I believe that we, *as* human beings, should protect our children by advocating effective gun control laws.

Revision: We should protect our children by advocating effective gun control laws.

**5. Removing nouns:**

Your message can become confused and lengthy when you use a wordy noun phrase instead of a verb. Instead of saying “give considerations” say “consider”. Here is a list of some common noun phrases and the verb replacements.

***Make a discovery -discover***

***Perform an analysis of - analyze***

***Take action on -act***

***Create a reduction in -reduce***

***Engage in preparation –prepare***

**5. Avoid redundant phrases (words implied by other words in the same sentence):**

A redundant phrase indicates something twice: *visible to the eye, large in size, etc.*

**Examples:**

Advanced forward , autobiography of life, basic fundamentals, circle around, close proximity, continue to go on, disappear from view, factual truth, important essential, refer back, repeat again, round in shape, blue in colour.

**6. Avoid empty phrases and replace them with single words:**

**Examples:**

All the time- always

At this point in time- now

At any point in time -whenever

During the time that -while

By means of -by

Due the fact that -because

For the purpose of- for

In the event that- if

Regardless of the fact that -although

Until such times- until

In the final analysis –finally

**7. Avoid needless repetition:** at time you will repeat words for parallel structure emphasis. However, careless repetition leads to awkward wordy sentences.

Wordy: The grizzil bear is probably the world’s most ferocious bear.

Concise: The grizzil is probably the world’s most ferocious bear.