**Conciseness: How to Eliminate Wordiness**

- Adapted from OWL website, Purdue University

**Overall guiding principle:**

* **Eliminate words that don’t add anything to your idea.**

**Unnecessary Words**

Any *particular type of* dessert is fine with me.

Any dessert is fine with me.

*For all intents and purposes*, American industrial productivity *generally* depends on certain factors that are *really* more psychological *in kind* than of any *given* technological aspect.

American industrial productivity depends more on psychological than on technological factors.

**Unnecessary *that, who, or which* phrases**

The report, *which was released recently* ...

The recently released report…

All applicants *who are interested in the job* must...

All job applicants must…

**Avoid overusing expletives at the beginning of sentences**

*It is* the governor *who* signs or vetoes bills.

The governor signs or vetoes bills.

*There was* a big explosion, *which* shook the windows, and people ran into the street.

A big explosion shook the windows, and people ran into the street.

**Use active rather than passive verbs.**

An account at the bank was opened by John O’Hara.

John O’Hara opened an account at the bank.

**Omit words that explain the obvious.**

Baseball, one of our oldest and most popular outdoor summer sports in terms of total attendance at ball parks and viewing on television, has the kind of rhythm of play on the field that alternates between times when players passively wait with no action taking place between the pitches to the batter and then times when they explode into action as the batter hits a pitched ball to one of the players and the player fields it.

Baseball has a rhythm that alternates between waiting and explosive action.

**Omit redundant wording.**

past memories terrible tragedy end result

final outcome free gift past history

unexpected surprise basic fundamentals true facts

important essentials future plans very unique

large in size heavy in weight round in shape

period in time

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