

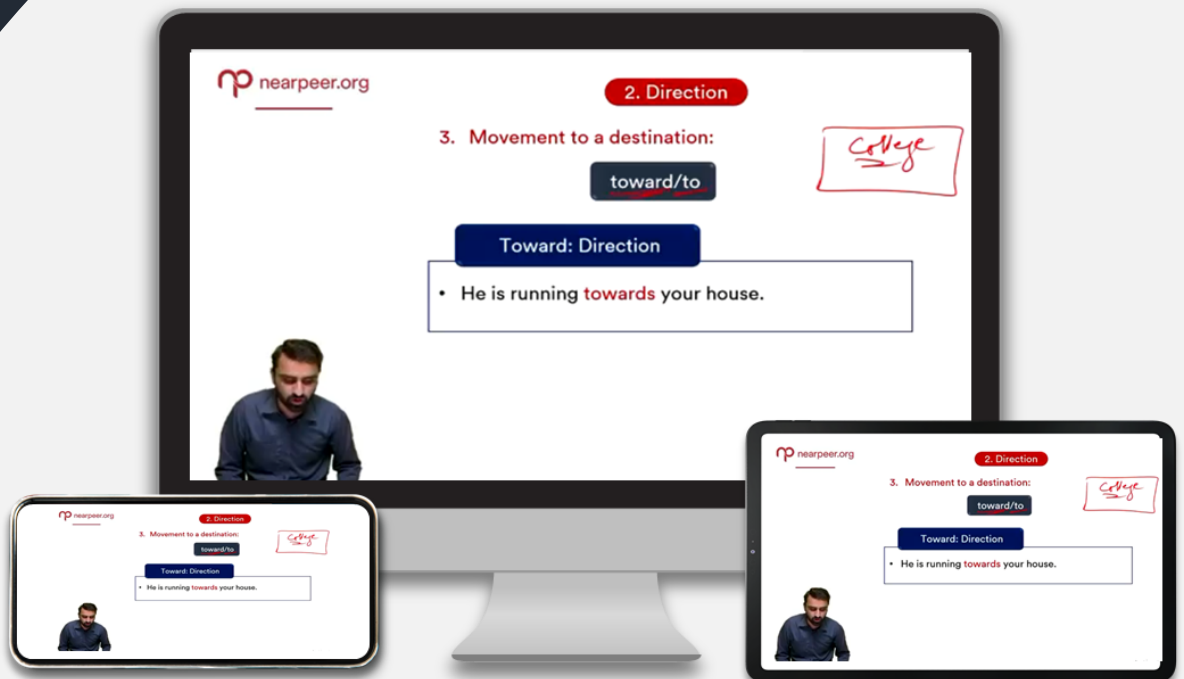
MDCAT

# English

Quick Practice Book

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# Chapter 13

## Wordiness



## Wordiness

Wordiness is an error. Wordiness means tending to express in more words than are necessary to convey meaning.

### Rules and Techniques:

#### 1. Shortest (full of meaning) is the answer:

Keep one thing in mind: “Shortest is the answer” unless the meaning and sense is not compromised. Conciseness is correctness.

#### 2. Use active voice instead of passive voice:

Examples:

- The students are being punished by the PT teacher. (Wordy)  
The Teacher is punishing the students. (Concise)
- The match has been won by Pakistan. (Wordy)  
Pakistan has won the match. (Concise)

#### 3. Avoid redundant elements:

Examples:

- He withdrew money from ATM machine. (Wordy)  
He withdrew money from ATM. (Concise)
- HIV Virus causes Aids. (Wordy)  
HIV causes Aids. (Concise)
- Can you please repeat this point again? (Wordy)  
Can you please repeat this point? (Concise)

## Common Redundancies

New	Final	Advance	Past
New beginning	Final conclusion	Advance planning	Past experience
New innovation	Final decision	Advance preview	Past history
New invention	Final outcome	Advance reservation	Past memories
New start	Final verdict	Advance warning	Past records

Absolutely	Back	Again
Absolutely certain	Answer back	Repeat again
Absolutely essential	Repeat back	Reread again

Absolutely guaranteed	Reply back	Revise again
Absolutely necessary	Return back	Reestablish again
Absolutely sure	Retreat back	Redo again
	Revert back	Recreate again

Still	Possibly	Forward	Situation
Still continues	Could possibly	Proceed forward	Crisis situation
Still persists	Might possibly	Progress forward	Emergency situation
Still remains	May possibly	Advance forward	

Together	Completely
Assembled together	Completely annihilated
Attach together	Completely destroyed
Join together	Completely eliminated
Cooperate together	Completely filled
Connect together	Completely finished
Gather together	Completely surrounded
Integrate together	
Meet together	
Merge together	

#### 4. Delete unnecessary “that”, “which” and “who” clauses:

##### Examples:

- The paper that mentioned the news of the protest... (Wordy)  
The paper mentioning the news of the protest... (Concise)
- All applicants who are interested in the job must... (Wordy)  
All applicants must..... (Concise)

#### 5. Expletive construction (empty, additional expressions, usually introduced by there is/are, it is:

##### Example:

- There is a number of boys who do not follow the instruction. (Wordy)  
Some boys who do not follow the instruction. (Concise)

6. Replace “is” “are” “was” or “have” + an –ing word to a simple present or past tense verb:

Example:

- Dawood was going through many domestic problems. (Wordy)  
Dawood went through many domestic problems. (Concise)

7. Substitute strong verbs for “-tion” and “-sion” words whenever possible:

Example:

- I submitted an application for the job. (Wordy)  
I applied for the job. (Concise)

8. Replace prepositional phrases with one-word modifiers when possible.

Example:

- The baby is crying at the moment. (Wordy)  
The baby is crying now. (Concise)

## Replacement of Some Wordy Phrases

Wordy	Single word	Wordy	Single word
At the present	Now	At all times when	Whenever
At the moment	Now	In the event that	If
Has the capability to	Can	In connection with	About
For the purpose of	So, for	In spite of the fact that	Although
During the time that	While	In the nature of	Like
By means of	By		

Wordy	Single word
It is often the case that	Often
On a frequent basis	Frequently
Until such time as	Until
In view of the fact that	Because
Due to the fact that	Can
Be of the opinion that	Think