

Words and Phrases to Avoid

Be brief in your writing. Wordiness obscures your message.

Omit empty phrases such as:

It has been found that
It has long been known that
It is interesting to note that
It is worth mentioning at this point
It may be said that
It was demonstrated that

Omit excess words.

INSTEAD OF

It is a procedure that is often used.
There are seven steps that must be completed.
This is a problem that is
These results are preliminary in nature.

CONSIDER USING

This procedure is often used.
Seven steps must be completed.
This problem is
These results are preliminary.

Write economically (and usually more precisely) by using single words instead of phrases.

INSTEAD OF

a number of
a small number of
are found to be
are in agreement
are known to be
at present
at the present time
based on the fact that
by means of
despite the fact that
due to the fact that
during that time
fewer in number
for the reason that
has been shown to be
if it is assumed that
in color, e.g., red in color
in consequence of this fact
in length
in order to
in shape, e.g., round in shape
in size, e.g., small in size

CONSIDER USING

many, several
a few
are
agree
are
now
now
because
by
although
because
while
fewer
because
is
if
just state the color, e.g., red
therefore, consequently
long
to
just state the shape, e.g., round
just state the size, e.g., small

INSTEAD OF

in spite of the fact that
in the case of ...
in the near future
in view of the fact that
is known to be
it appears that
it is clear that
it is likely that
it is possible that
it would appear that
of great importance
on the order of
owing to the fact that
prior to
reported in the literature
subsequent to

CONSIDER USING

although
in ..., for ...
soon
because
is
apparently
clearly
likely
possibly
apparently
important
about
because
before
reported
after