

FILLER WORDS TO CONSIDER DELETING

Really	Asked	Nod
Very	Down	Just
That	Up	So
Then	Think	Like
Totally	Wondered	Almost
Definitely	Understand	Seemed
Start	Breath	Perhaps
Begin	Inhale	Maybe
Somewhat	Exhale	Now
Said	Shrug	

BE CONCISE

meet with >>> meet

bought up >>> bought

sold off >>> sold

most especially >>> especially

this time around >>> this time

cutbacks >>> cuts

****READ ALOUD YOUR WRITING TO BECOME A BETTER EDITOR OF YOUR WORK****

Follow the principles below to write sentences that are clear, to the point, and easier to read.

- Use the active voice

Active: Researchers earlier *showed* that high stress *can cause* heart attacks.

Passive: *It was* earlier *demonstrated* that heart attacks *can be caused* by high stress.

- Put the action in the verb

Nominalization: An *evaluation* of the procedures *needs to be done*.

How to fix it: *We need to evaluate* the procedures.

- Put wordy phrases on a diet

Wordy: *In a situation in which* a class is overenrolled, you may request that the instructor force-add you.

Concise: *When* a class is overenrolled, you may ask the instructor to force-add you.

- Reduce wordy verbs

is taking >>>> takes

- Reduce prepositional phrases

Unnecessary phrase: The opinion *of the manager*

Correction: The *manager's* opinion

- Reduce expletive constructions

Expletive constructions are phrases such as:

it is, there is, there are

- Avoid unnecessarily inflated words

Avoid noun strings **Noun string:** MHS has a *hospital employee relations improvement program*.

Correction: MHS has a program to improve relations among employees.