

Wordy Gladys Lee managed the project *until such time as* it was completed.

Concise Gladys Lee managed the project *until* it was completed.

Wordy Dwight traveled to Florida *by means of* train.

Concise Dwight traveled to Florida *by* train.

Sometimes wordiness is the result of using an unnecessary preposition. Note how the italicized prepositions in the following examples do not add anything to the meaning.

help *from* opposite *to*

start *up* where . . . *at*

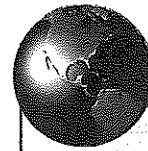
The following exercises will give you practice in finding and removing unnecessary words.

CHECKUP 14-4

The following numbered phrases are examples of wordy language. For each phrase, write the letter of one of the concise words from the list that has the same meaning.

- | | | |
|------------|------------|-----------|
| a. usually | e. before | i. always |
| b. helped | f. weekly | j. soon |
| c. if | g. while | |
| d. now | h. because | |

- | | |
|------------------------------|-----------|
| 1. prior to | 1. _____ |
| 2. in the near future | 2. _____ |
| 3. in the event that | 3. _____ |
| 4. every seven days | 4. _____ |
| 5. at all times | 5. _____ |
| 6. at the present time | 6. _____ |
| 7. gave assistance to | 7. _____ |
| 8. during the time that | 8. _____ |
| 9. due to the fact that | 9. _____ |
| 10. in almost every instance | 10. _____ |



NET LINK

For additional information on how to eliminate wordiness, go to *Grammar and Writing Helps* at www.valdosta.edu/comarts/grammar.html on the Valdosta State University Web site.

CHECKUP 14-5

Use the appropriate revision symbol to eliminate one unnecessary word in each of the following sentences.

1. The proposal is outdated and must be redone over.
2. What time do you need to leave by?
3. During the last ice storm, all of our generators were sold out in an hour.
4. Where is my laptop computer at?
5. The ribbon-cutting ceremony will start promptly at about 10 a.m.
6. Sort out your clothes by season.
7. Josh and Irene opened up their new business today.
8. Communication skills are more important than ever before.
9. Do you know where Adelyn is moving to?
10. Type up the minutes and submit the document to the committee chair.

CHECKUP 14-6

The following sentences contain wordy language. Choose a concise word or words from the list, and use appropriate revision symbols to correct the wordy sentences.

annually reported each December
believes for

1. Ellen is of the opinion that she can sell your property.
2. We set our performance goals in the last month of each calendar year.
3. Ricardo gave a report to the effect that our emergency response plan is adequate.
4. Kari's check in the amount of \$39.99 was enclosed with her letter.
5. Individual tax returns are due once each year on April 15.