

CHECKUP 14-8

Use the appropriate revision symbol to eliminate wordiness in the following draft of a memo. There are ten corrections to be made (four wordy phrases that should be replaced by one word, four redundant words, and two unneeded words).

MEMO TO: Jowita Mercereau
FROM: Marcus Favaro
DATE: October 18, <YEAR>
SUBJECT: Reducing Paper Cost

Prior to the time that we bought a computer system, all reports were typed up on expensive paper. In almost all instances, we didn't use verification drafts because retyping a correct report again was more expensive than the expensive paper used on reports that had to be redone over. Frequently, new errors occurred when reports were retyped again.

To reduce down paper cost, please print out a verification draft on plain paper should it be that the same report is going to five or more people. Ask the originator to edit the draft. In the event that changes are needed, they can be made before expensive paper is used. Additionally, please print hard copies only when electronic copies will not suffice.

Avoid Overuse of Words

Another problem in writing is the overuse of words. For example, the same adjectives and adverbs are often used over and over within a document. Some examples include *really*, *very*, and *good*. Overused words are often not detected by the writer because the words are part of the writer's usual vocabulary. However, the overused words may be obvious to the reader and take the reader's attention away from the message. As a result, the message loses effectiveness.

Consider the overuse of the word *very* in the following sentence.

Thank you *very* much for the *very* thoughtful gift.

There are four ways to correct the overuse of *very*. Any of these ways can be used to correct a pattern of overuse.

1. Delete all occurrences. (*Much* must also be omitted.)

Thank you for the thoughtful gift.