

Word Choice

Concise writing contains clear and focused sentences that convey precise meaning without excess words. When editing an essay, the writer should look for empty or inflated phrases, redundancy, wordiness, and imprecise language, then revise or rewrite problem sentences.

Cut empty or inflated phrases.

Inflated: Taxpayers must file the appropriate papers *in the event that* they are unable to meet the deadline.

Concise: Taxpayers must file the appropriate papers *if* they are unable to meet the deadline.

More examples:

<u>Inflated</u>	<u>Concise</u>
along the lines of	like
at this point in time	now
by means of	by
due to the fact that	because
for the purpose of	for
regardless of the fact that	although

Eliminate redundancies.

Redundant: Technological applications for education will continue to *advance forward*.

Concise: Technological applications for education will continue to *advance*.

More examples of redundancies:

autobiography *of her life*
basic fundamentals
repeat *again*
continue *to go on*
disappear *from view*

Eliminate wordiness.

The verbs *is*, *are*, *was*, and *were* frequently generate excess words. Revising such sentences will not only reduce wordiness, but will also strengthen the verbs in sentences.

Example 1

Wordy: *There is* another book *that* tells the story of Charles Darwin and introduces the theory of evolution.

Concise: Another book tells the story of Charles Darwin and introduces the theory of evolution.

Example 2

Wordy: The administrative secretary *is responsible for monitoring and balancing* the budgets for travel, contract services, and personnel.

Concise: The administrative secretary monitors and balances the budgets for travel, contract services, and personnel.

Find the most accurate, professional word for Academic Discourse.

Casual Discourse

near
idea
fight, war
steady
give
make
argue
spread
come out
mistake
facts
hit
place
change
happen
get
result
main
area
guess

Formal Academic Discourse

approach
concept
conflict
consistent
contribute
create
debate
distribute
emerge
error
evidence
impact
location
modify
occur
obtain
outcome
primary
region
theorize