*Common Wordy Phrases and Briefer Equivalents*

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| **Wordy Phrase** | **Suggested Change** |
| accordingly  accounted for by  add the point that  aggregate  a great deal of  along the line of  a majority of  analyzation  an example of this is the fact that  another aspect of the situation to be considered  a number of  approximately  are of the opinion that  as per  as regards  as related to  assist, assistance  as to  attempt  at the present writing  based on the fact that  chemotherapeutic agent  collect together  commence  communicate  concerning, concerning the nature of  consequently  construct  demonstrate  depressed socioeconomic area  donate  due to the fact that  during the time that  employ  endeavor  except in a small number of cases  exhibit a tendency to  facilitate  few [many] in number  final conclusion  firstly [secondly, etc.]  for the purpose of  for the reason that  from the point of view of  future prospect  help and assistance  hopes and aspirations  if at all possible  implement  inasmuch as  in case, in case of  in close proximity  in favor of  initial  initiate  in light of the fact that  in order to  (have an) input into  inquire  in rare cases  in [with] reference to, in regard to  in relation with  in terms of  in the case of  in the case that  in the course of  in the event that  in the first place  in the majority of instances  in the matter of  in the nature of  in the neighborhood of  in the normal course of our procedure  in the not too distant  in the opinion of this writer  in the vicinity of  in view of the [above, foregoing circumstances, fact that]  involve the necessity of  is defined as  is dependent upon  it is clear [obvious]  it is observed that  it is often the case that  it is our conclusion in light of investigation  it should be noted that the X  it stands to reason  it was noted that if  it would not be unreasonable to assume  leaving out of consideration  locate  linkage  make an examination of  marketing representative  mental attitude  modification  mutual compromise  necessitate  not of a high order of accuracy  notwithstanding the fact that  numerous  objective  obtain  of considerable magnitude  of very minor importance [import]  on account of the conditions described  on account of the fact  on a few occasions  on the grounds that  outside [inside] of  partiallv  perform an analysis of  personal friend  positive growth  presently  prior to, in advance of  proceed  proceed to investigate, study, analyze  (the data-gathering) process  prompt and speedy  purchase  refer to as  relative to this  remainder  renovate like new  resultant effect  short minute  solid facts  subsequent to  successfuI triumph  sufficient  synthesize  taking this factor into consideration, it is apparent that  terminate, termination  that is, i.e.  the data show that X  the existence of  the foregoing  the fullest possible  the only difference being that  the question as whether  there are not very many  tire and fatigue  to be sure  to summarize the above  transmit  under way  usage [other than language]  utilize  veritable  visualize  within the realm of possibility  with reference [regard, respect] to  with the exception of  with the result that  with this in mind, with this in mind it is clear that | so  due to, caused by  add that  total  much  like  most  analysis  for example  as for  about  about  think that  Delete  about  for, about  help  about (Or, omit)  try  now  because  drug  collect  begin  write, telephone (i.e., a specific verb)  about  so  build  show, prove  slum  give  because  while  use  try  usually  tend to  ease  few [many]  conclusion, end  first [second, etc.]  for, to  because  for  prospect  help  hopes  if possible  do, start  because  if  near  for, to  first  begin, start  because  to  contribute to  ask  rarely  about  with  in, for (Or, omit)  Can usually be dropped  if, when  during  if  first  usually  about  like  about  normally  soon  in my opinion, I believe  near  therefore  require  is (will frequently suffice)  depends on  therefore, clearly, [obviously]  *Delete*  often  we conclude that, our findings show that  the X  *Omit*  if  I [we] assume  disregarding  find  link  examine  salesperson  attitude  change  compromise  require, need  inaccurate  although  many  aim, goal  get  big, large, great  unimportant  because of the conditions  because  occasionally  because  outside [inside]  partly  do analyze  friend  growth  now  before  go  *Omit* proceed to  Process can usually be dropped  prompt, quick, speedy  buy  call  about this  rest  renovate  effect  minute, moment  facts  after  triumph  enough  unite  therefore, therefore it seems  end  Usually can be deleted if writer has written clearly the clause or phrase to which it refers X ...  *Usually can be deleted*  the, this, that, these, those  Omit, or use most, completely, or fully  except  whether  few  tire  of course  in sum, in summary  send  begun, started  use  use  true  foresee  possible, possibly  *Omit* (or use about)  except  so that  therefore |

Adapted from Mullins, C.J. 1980. *The Complete Writing Guide to Preparing Reports, Proposals, Memos, Etc..* Englewood Cliffs, New Jersey: Prentice-Hall