*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 ofa 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 thatduring the time thatemployendeavorexcept 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 thatin 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 procedurein the not too distantin the opinion of this writerin 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 considerationlocate linkage make an examination of marketing representativemental 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 thatoutside [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  | sodue 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 sobuild show, prove slum give becausewhileusetryusually 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 soonin my opinion, I believenearthereforerequire 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 fullyexcept whether few tire of course in sum, in summarysend 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