

Wordy Sentences

Long sentences are not always wordy sentences, and short sentences are not always concise.

****A sentence is wordy if its meaning can be conveyed in fewer words****

Rules to help eliminate wordiness in your sentences

Rule #1: Eliminate redundancies. This is achieved by looking at your words carefully.

- “cooperate together” should be reduced to “cooperate”
- “in close proximity” → “close” or “in proximity”
- “true fact” → “true” or “fact”
- “the question as to whether” → “whether”
- “this is a subject which” → “this subject”

Rule #2: Delete empty phrases. Many “empty” phrases are ones that hedge. Cut these out. You can do it! Others can be reduced to one or two words.

- “in my opinion” → DELETE
- “I think/believe that” → DELETE
- “it appears that” → DELETE
- “as a matter of fact” → “in fact”
- “at this point in time” → “now”
- “in spite of the fact that” → “although”

Rule #3: Reduce clauses to phrases and phrases to single words.

Hint: Word groups acting as modifiers can often be made more concise.

Fact: Your professors don’t like reading wordy sentences and you don’t like writing them. Be concise! It’s a win-win situation.