

Getting Rid of Wordiness

Complex word	Plain word
accompany	go with
accomplish	do
advise	tell
ascertain	find out
assist	help
commence	start, begin
comply	do, follow
components	parts
conclude	end, finish
concur	agree
constitutes	is, forms, makes up
consult	talk to, see, meet
contains	has
demonstrate	show
disseminate	send out, distribute
economical	cheap
endeavor	try
entails	involves, means
exhibit	show
expedite	hasten, speed up
expend	spend, pay out
facilitate	make easier, help
failed to	didn't
formulate	work out, devise, form
henceforth	from now on

Complex word	Plain word
identical	same
indicate	show
initial	first
initiate	start
locality	place
modify	change
notwithstanding ..	in spite of, despite
optimum	best, greatest, most
option	choice
parameters	limits
permit	let
prior to	before
purchase	buy
remuneration	pay, income, salary
render	give, make
reside	live
retain	keep
state	say, tell
strategize	plan
sufficient	enough
transpire	happen, occur
utilize	use
whereas	since, although, while

Get rid of wordy phrases

as regards	CHANGE TO	“on,” “for,” or “about”
at the present time	CHANGE TO	now
at this point in time	CHANGE TO	now
adequate number of	CHANGE TO	enough
by means of	CHANGE TO	by
due to the fact that	CHANGE TO	because
during such time	CHANGE TO	while
excessive number of	CHANGE TO	too many
for the purpose of	CHANGE TO	for
has the capacity	CHANGE TO	can, is able
in excess of	CHANGE TO	more
in lieu of	CHANGE TO	instead of
in regard to	CHANGE TO	on, about
in relation to	CHANGE TO	on, about

in respect to	CHANGE TO	on, about
in terms of	TRY	as, at, by, in, of, for, with, under, through
in the absence of	CHANGE TO	without
in the course of	CHANGE TO	during, in
in the event that	CHANGE TO	if
in the near future	CHANGE TO	soon
in view of the fact	CHANGE TO	because
it is probable that	CHANGE TO	probably
it would appear that	CHANGE TO	apparently
limited number of	CHANGE TO	few
manner in which	CHANGE TO	how
notwithstanding the fact that	CHANGE TO	although
on the part of	CHANGE TO	by
subsequent to	CHANGE TO	after
under the provisions of	CHANGE TO	under
until such time	CHANGE TO	until
with a view to	CHANGE TO	to
with reference to	CHANGE TO	of, on, for, about
with regard to	CHANGE TO	about
with respect to	CHANGE TO	on, for, about

Get rid of superfluous nouns

the field of economics	CHANGE TO	economics
the volume of demand	CHANGE TO	demand

Some noun phrases can just be cut:

the amount of	the level of
the area of	the magnitude of
the case of	the nature of
the character of	the number of
the concept of	the presence of
the degree of	the process of
the existence of	the purpose of
the extent of	the sum of
the form of	the volume of
the idea of	the way of

Instead of “firstly” and “lastly,” use “first” and “last.”

Avoid:

above-referenced, below-listed, herein, therein, heretofore, and undersigned.