

Exercises to Eliminate Wordy Phrasing

Practice rewriting sentences to remove unnecessary words, phrases, and redundant constructions, focusing on clarity and concision.

1. Purdue OWL Eliminating Wordiness Exercise [Purdue OWL®](#)

Revise the following sentences to state their meaning in fewer words, avoiding passive voice, needless repetition, and wordy phrases/clauses. The first is done as an example:

1. The plan is for many local farmers to attend meeting that will be held next Friday.
2. Although Bradley Hall is regularly populated by students, close study of the building as a structure is seldom undertaken by them.
3. He dropped out of school on account of the fact that it was necessary for him to help support his family.
4. It is expected that the new schedule will be announced by the bus company within the next few days.
5. There are many ways in which a student who is interested in meeting foreign students may come to know one.
6. It is very unusual to find someone who has never told a deliberate lie on purpose.
7. Trouble is caused when people disobey rules that have been established for the safety of all.

8. A campus rally was attended by more than a thousand students. Five students were arrested by campus police for disorderly conduct, while several others are charged by campus administrators with organizing a public meeting without being issued a permit to do so.
9. The subjects that are considered most important by students are those that have been shown to be useful to them after graduation.
10. In the not too distant future, college freshmen must all become aware of the fact that there is a need for them to make contact with an academic adviser concerning the matter of a major.
11. In our company there are wide-open opportunities for professional growth with a company that enjoys an enviable record for stability in the dynamic atmosphere of aerospace technology.
12. Some people believe in capital punishment, while other people are against it; there are many opinions on this subject.
13. In the not too distant **future**, **college freshmen** must all become aware of the fact that there is a need for them to make **contact** with an **academic adviser** concerning the matter of a **major**.
14. In the near future, college freshmen should contact their academic advisors regarding a major.

2. Idaho State University Wordiness Handout [Idaho State University](#)

Identify and replace wordy phrases with single words or simpler constructions:

- **Wordy:** The committee members decided to have an office party for the employees' children.
Better: The committee decided to have an office party for employees' children.
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- **Wordy:** The round yellow sun shone brightly among the clouds in the sky.
Better: The sun shone brightly among the clouds.
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- **Wordy:** She wore a coat in a red color.
Better: She wore a red coat.
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- **Wordy:** at the present time → **now**
- **Wordy:** in the event that → **if**
- **Wordy:** by means of → **by**
- **Wordy:** in spite of the fact that → **although**
- **Wordy:** due to the fact that → **because**
- **Wordy:** until such time as → **until**
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- **Wordy:** there are many factors contributing to the obesity epidemic.
Better: Many factors contribute to the obesity epidemic.
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- **Wordy:** It is unknown whether the vaccine will be effective.
Better: The vaccine's effectiveness is unknown.
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3. Bellevue College Wordiness and Gobbledygook

Exercises [Bellevue College](#)

Rewrite the following to remove wordiness, repetition, and vague abstractions:

- It is supposed that children are ready to read by age five.
- This room is used for study purposes by the students.

- Due to the fact that some of the guests that we invited to the meeting have not yet arrived at this time, we will be delaying the start of the meeting till 7:30 p.m., at which time the meeting will commence.
- I am writing this letter to let you know of an alteration in my plan to lunch with you on Friday in view of the fact that air transportation to your city has become unattainable as a result of the airline strike that is in progress at this time.
- There is a strong feeling among several members of the staff employed at this establishment that the increase in compensation that is being offered by management in its proposed new contract would be insufficient to offset the rise in our living costs as a result of the current high levels of inflation in the economy.
- The company is engaged in the manufacture of exact replicas of the sweaters of NHL hockey teams, identical in material and in color to the originals worn by the team members.

Tip: When revising, ask yourself: *Do I really need this word?* Remove redundant phrases, replace clichés with single words, and simplify sentence structure to improve clarity and impact [Idaho State University+1](#).

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