



## Tidy up wordy phrases

**Make sentences concise by eliminating wordy phrases.**

**Wordy:** *In a situation in which a class is overenrolled, you may request that the instructor force-add you.*

**Concise:** *When a class is overenrolled, you may ask the instructor to force-add you.*

**Wordy:** *I will now make a few observations concerning the matter of contingency funds.*

**Concise:** *I will now make a few observations about contingency funds.*

**Wordy:** *There is a need for more careful inspection of all welds.*

**Concise:** *You must inspect all welds more carefully.*

*Inspect all welds more carefully.*

*(Williams, 1985, p. 79)*

### Words to use

Here are some words you can use to de-clutter wordy phrases:

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Instead of . . .

- the reason for
- for the reason that
- due to the fact that
- owing to the fact that
- in light of the fact that
- considering the fact that
- on the grounds that
- this is why

Use . . .

- because, since, why

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Instead of . . .

- despite the fact that
- regardless of the fact that
- notwithstanding the fact that

Use . . .

- although, even, though
- 

Instead of . . .

- in the event that
- if it should transpire/happen that
- under circumstances in which

Use . . .

- if
- 

Instead of . . .

- on the occasion of
- in a situation in which
- under circumstances in which

Use . . .

- when
- 

Instead of . . .

- as regards
- in reference to
- with regard to
- concerning the matter of
- where . . . is concerned

Use . . .

- about
- 

Instead of . . .

- it is crucial that
- it is necessary that
- there is a need/necessity for
- it is important that
- it is incumbent upon
- cannot be avoided

Use . . .

- must, should
- 

Instead of . . .

- is able to
- has the opportunity to
- is in a position to
- has the capacity for
- has the ability to

Use . . .

- can
- 

Instead of . . .

- it is possible that
- there is a chance that
- it could happen that
- the possibility exists for

Use . . .

- may, might, can, could
-

Instead of . . .

- prior to
- in anticipation of
- subsequent to
- following on
- at the same time as
- simultaneously with

Use . . .

- before, after, as