Eliminating Unnecessary Words

Sometimes, in an effort to fill pages or sound intelligent (or simply out of habit), we use more words than necessary to say what we need to say. As a result, we lose clarity and confuse the reader. Our writing is much more effective when we express ourselves concisely.

Here are some examples of ways to eliminate unnecessary words by replacing long phrases with simpler, one-word transitions.

Instead of	Consider
at this point in time	then
as per your request	as you requested
it is recommended that	we recommend
in view of the fact that	since, because
in light of the fact that	since, because
being of the opinion that	I believe
in the near future	soon
during the time that	then
it would be advisable to	should, ought
due to the fact that	since, because
in this day and age	now, currently
for the reason that	since, because
in my own personal opinion	I believe, in my opinion
to the fullest extent possible	fully
in accordance with your request	as you requested
four in number	four
predicated upon the fact that	based on
inasmuch as	since, because
pursuant to your request	as you requested
in connection with	related to
take cognizance of the fact that	realize
it has come to my attention that	I have learned that
with reference to the fact that	concerning, about
with regard to	concerning, about
in close proximity to	near, close, about
to the extent that	as much as
in the neighborhood of	near, close, about
until such time as	until
has the ability to	can
that being the case	therefore

Taken from: *Online Technical Writing,* "Revise Redundant Phrasing," by David A. McMurrey
http://www.io.com/~hcexres/textbook/hirev2.html#redund