Avoid these ...

absolutely complete
absolutely essential, absolutely indispensable
actual experience, past experience
added bonus
advance planning, advance notice, advance warning
advance reservations
already exist
and also
are in receipt of
arrived at the conclusion
ask the question
assembled together
at about
ATM machine
at the earliest possible date
(refer, repay, return, revert) back
basic fundamental
big in size
brief in duration

Try these instead ...

complete
essential, indispensable
experience
bonus
planning, notice, warning
reservations
drop already
use either and or also but not both
have
concluded
ask
assembled
about or at
ATM
as soon as (or be specific)
drop back
basic, fundamental
big
brief
<table>
<thead>
<tr>
<th>Original Text</th>
<th>Replaced Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>cancel out</td>
<td>cancel</td>
</tr>
<tr>
<td>capital city, Capitol building</td>
<td>capital, Capitol</td>
</tr>
<tr>
<td>CD-ROM disk</td>
<td>CD-ROM</td>
</tr>
<tr>
<td>clearly evident</td>
<td>evident</td>
</tr>
<tr>
<td>close proximity</td>
<td>near</td>
</tr>
<tr>
<td>(blue, green, red ...) in color</td>
<td>blue, green, red ...</td>
</tr>
<tr>
<td>completely demolished, completely destroyed</td>
<td>demolished, destroyed</td>
</tr>
<tr>
<td>completely opposite</td>
<td>opposite</td>
</tr>
<tr>
<td>completely surrounded</td>
<td>surrounded</td>
</tr>
<tr>
<td>complete monopoly</td>
<td>monopoly</td>
</tr>
<tr>
<td>consensus of opinion, general consensus</td>
<td>consensus</td>
</tr>
<tr>
<td>continue on</td>
<td>continue</td>
</tr>
<tr>
<td>contributing factor</td>
<td>factor</td>
</tr>
<tr>
<td>controversial issue</td>
<td>issue</td>
</tr>
<tr>
<td>cooperate together</td>
<td>cooperate (or replace with simpler help)</td>
</tr>
<tr>
<td>costs a total of, costs the sum of</td>
<td>costs</td>
</tr>
<tr>
<td>current status</td>
<td>status</td>
</tr>
<tr>
<td>doctorate degree</td>
<td>doctorate</td>
</tr>
</tbody>
</table>

Redundancies

<table>
<thead>
<tr>
<th>Original Text</th>
<th>Replaced Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>each and every</td>
<td>each or every (not both)</td>
</tr>
<tr>
<td>enclosed herewith please find, enclosed herein</td>
<td>enclosed is</td>
</tr>
<tr>
<td>end product, end result</td>
<td>product, result</td>
</tr>
<tr>
<td>estimated at about</td>
<td>estimated at or about</td>
</tr>
<tr>
<td>exactly identical</td>
<td>identical</td>
</tr>
</tbody>
</table>
excess verbiage
few in number
filled to capacity
final completion, final conclusion, final outcome, final result
first and foremost
follow after
foreign imports
free gift
future plans
general consensus
general public
group together
HIV virus
honest truth
hot-water heater

if and when
I wish to take this opportunity to thank you
join together, link together
large in size
made out of
may possibly, might possibly
month of January, month of June ...
more and more

verbiage
few
filled
completion, conclusion, outcome, result
first
after
imports
free or gift
plans
consensus
public, citizens
group
HIV
truth
water heater
either if or when
thank you
join, link
large
Drop out
Drop possibly
January, June ...
often
mutual (agreement, communication, cooperation, friendship, understanding) Drop mutual

necessary (prerequisite, requirement, requisite) Drop necessary or use only necessary

new breakthrough
new development
none at all
old (adage, cliché, maxim, proverb, relic, saying) Drop old
over and over
overexaggerate
passing (craze, fad, fancy, phase) Drop passing
past (previous, prior) history (accomplishment, experience, performance, practice, precedent, record) Drop past, previous or prior
period of time
personally responsible
PIN number
point in time
postpone until later
present incumbent
rate of speed
(all-time, new) record (high) Drop all-time, new, high
repeat again
(the) reason is because (the) reason is or because
round in shape
same identical
separate apart
speed
sharing the same ... substitute using for sharing or drop same
small in size small
smooth to the touch smooth
square in shape square
still remains remains
storm event storm
total total
tall in (of) stature tall
temporary loan loan
time period time, period
totally demolished, totally destroyed demolished, destroyed
drop together drop
overall number number
true fact fact
12 noon, 12 midnight noon, midnight
unite together unite
unless or until either unless or until
up up
(ascend, climb, hoist, lift) up
usual custom, usual habit custom, habit
visible to the eye visible
weather weather