



Wordy Words

From [Gary Larson](#), creator of the [Garbl's Guide to Concise Writing](#)

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

cancel out	<i>cancel</i>
capital city, Capitol building	<i>capital, Capitol</i>
CD-ROM disk	<i>CD-ROM</i>
clearly evident	<i>evident</i>
close proximity	<i>near</i>
(blue, green, red ...) in color	<i>blue, green, red ...</i>
completely demolished, completely destroyed	<i>demolished, destroyed</i>
completely opposite	<i>opposite</i>
completely surrounded	<i>surrounded</i>
complete monopoly	<i>monopoly</i>
consensus of opinion, general consensus	<i>consensus</i>
continue on	<i>continue</i>
contributing factor	<i>factor</i>
controversial issue	<i>issue</i>
cooperate together	<i>cooperate</i> (or replace with simpler <i>help</i>)
costs a total of, costs the sum of	<i>costs</i>
current status	<i>status</i>
doctorate degree	<i>doctorate</i>

Redundancies

each and every	<i>each or every</i> (not both)
enclosed herewith please find, enclosed herein	<i>enclosed is</i>
end product, end result	<i>product, result</i>
estimated at about	<i>estimated at or about</i>
exactly identical	<i>identical</i>

excess verbiage	<i>verbiage</i>
few in number	<i>few</i>
filled to capacity	<i>filled</i>
final completion, final conclusion, final outcome, final result	<i>completion, conclusion, outcome, result</i>
first and foremost	<i>first</i>
follow after	<i>after</i>
foreign imports	<i>imports</i>
free gift	<i>free or gift</i>
future plans	<i>plans</i>
general consensus	<i>consensus</i>
general public	<i>public, citizens</i>
group together	<i>group</i>
HIV virus	<i>HIV</i>
honest truth	<i>truth</i>
hot-water heater	<i>water heater</i>
if and when	<i>either if or when</i>
I wish to take this opportunity to thank you	<i>thank you</i>
join together, link together	<i>join, link</i>
large in size	<i>large</i>
made out of	<i>Drop out</i>
may possibly, might possibly	<i>Drop possibly</i>
month of January, month of June ...	<i>January, June ...</i>
more and more	<i>often</i>

mutual (agreement, communication, cooperation, friendship, understanding)	Drop <i>mutual</i>
necessary (prerequisite, requirement, requisite)	Drop <i>necessary</i> or use only <i>necessary</i>
new breakthrough	<i>breakthrough</i>
new development	<i>development</i>
none at all	<i>none</i>
old (adage, cliché, maxim, proverb, relic, saying)	drop <i>old</i>
over and over	<i>again, repeatedly</i>
overexaggerate	<i>exaggerate</i>
passing (craze, fad, fancy, phase)	Drop <i>passing</i>
past (previous, prior) history (accomplishment, experience, performance, practice, precedent, record)	Drop <i>past, previous</i> or <i>prior</i>
period of time	either <i>period</i> or <i>time</i>
personally responsible	<i>responsible</i>
PIN number	<i>PIN</i>
point in time	either <i>now</i> or <i>today</i>
postpone until later	<i>postpone</i>
present incumbent	<i>incumbent</i>
rate of speed	<i>speed</i>
(all-time, new) record (high)	Drop <i>all-time, new, high</i>
repeat again	<i>repeat</i>
(the) reason is because	<i>(the) reason is</i> or <i>because</i>
round in shape	<i>round</i>
same identical	<i>same</i>
separate apart	<i>separate</i>

sharing the same ...	substitute <i>using</i> for <i>sharing</i> or drop <i>same</i>
small in size	<i>small</i>
smooth to the touch	<i>smooth</i>
square in shape	<i>square</i>
still remains	<i>remains</i>
storm event	<i>storm</i>
sum total	<i>total</i>
tall in (of) stature	<i>tall</i>
temporary loan	<i>loan</i>
time period	<i>time, period</i>
totally demolished, totally destroyed	<i>demolished, destroyed</i>
(combine, group, join, link, unite) together (with)	drop <i>together</i>
total number	<i>number</i>
true fact	<i>fact</i>
12 noon, 12 midnight	<i>noon, midnight</i>
unite together	<i>unite</i>
unless or until	either <i>unless</i> or <i>until</i>
(ascend, climb, hoist, lift) up	<i>up</i>
usual custom, usual habit	<i>custom, habit</i>
visible to the eye	<i>visible</i>
weather	<i>weather</i>