

# AVOIDING WORDINESS

Writing should be clear and concise. A sentence should contain no unnecessary words. This worksheet is designed to build your skills in writing by avoiding redundancy and using as little words as possible without changing the meaning.

*Examples: In my opinion, I think we should go ahead with the plan can be shortened to:*

*In my opinion, we should go ahead with the plan.*

*I think we should go ahead with the plan.*

*We should go ahead with the plan.*

## EXERCISE

Rewrite the following sentences in a more concise way by removing the redundant words or expressions.

1. I couldn't sleep and woke up in the wee hour of the morning at 3:00 a.m.
2. You should not repeat the same mistake again.
3. They are in complete agreement with one another.
4. The troop was surrounded on all sides by the enemy.
5. In future to come, Jason wants to study medicine and be a doctor.
6. As I see it, I don't see any reason why a person who is honest should do it that way.
7. The reason why he kept telling me about it was because he was worried that I did not believe him.