

Word Economy

Many people use unnecessary words to express their ideas. They repeat the same idea or use a long phrase when a single word will do. Extra words clog a sentence and drain it of its energy, so learn to recognize words that can be cut from your writing--and cut them.



Needless words: Some words add no real meaning to a sentence. They just add clutter.

Needless Words	Improved
The brick façade of the courthouse is red <u>in color</u> .	The courthouse's brick façade is red.
He was in a frenzied state <u>of mind</u> .	He was in a frenzied state.
Saint Francis's campus <u>seems to us to be a lovely kind of place</u> .	We think Saint Francis's campus is lovely.

Needless repetition: Some words and phrases simply repeat ideas rather than clarify or advance them. They, too, clutter up a sentence.

Needless Repetition	Improved
Each and every student at Saint Francis University should always <u>remember to adhere to</u> and follow <u>all eight of the</u> Franciscan Values.	Saint Francis students should always follow the eight Franciscan Values.
Dr. Woznak's lectures are <u>very interesting and</u> fascinating.	Dr. Woznak's lectures are fascinating.
Jogging is a worthwhile <u>and valuable</u> form of exercise.	Jogging is a worthwhile form of exercise.

Every word should pull its own weight. If you can express the same idea in ten words instead of fifteen, do it. Readers appreciate it. They want to understand what you're saying, and they want to work as little as possible to reach that understanding. Fewer words mean less work for readers. So when you can trim, trim.