



BE CONCISE

Avoid redundancies

Instead of	Consider
absolutely essential	essential
very unique, quite unique	unique
by means of	by
continue on	continue
current status	status
different varieties	varieties
final outcome	outcome
first and foremost	first
main essentials	essentials

Avoid wordy phrases

Instead of	Consider
in order to	to
made a determination	determined
early on	early
in close proximity	close
reason why	reason
refer back to	refer to
small in size	small
take action	act
a large number of	many
as a general rule	generally
at this point in time	now
during the course of	during
in many cases	often
in the event that	if
In the near future	soon

Use shorter words

Instead of	Consider
utilize	use (verb)
utilization	use (noun)
currently	now
facilitate	ease, simplify, help
terminate	end
additional	more

Questions? Email us at info@quillassociates.com