

Declutter



Phrases to delete from your writing

A window of opportunity
All things being equal
As a last resort
As a matter of fact
At the end of the day
At this point in time
Comparing apples with apples
Conspicuous by its absence
Easier said than done
Effective and efficient
For the most part
For the purpose of
If and when
In a manner of speaking
In a very real sense
In my opinion
In the case of
In the event that
In the final analysis
In the foreseeable future
In the long run
In the matter of
In the nature of
It has been estimated that
It may be argued that
It seems that
It stands to reason
Last but not least
Level playing field
Many and diverse
Needless to say
On the right track
Par for the course
Slowly but surely
The bottom line
The point I am trying to make
What I mean to say is

Alternatives to clutter phrases

Clutter	Alternative
A majority of	most
A number of	many
All three of the	the three
Are of the same opinion	agree
At the present moment	now
By means of	by
Fewer in number	fewer
Give rise to	cause
In a position to	can
In all cases	always
In close proximity to	near
In order to	to
Less frequently occurring	rare

Words that add nothing to the meaning

Wordy	Concise
small/large in size	small/large
square/round/rectangular in shape	square/round/rectangular
surrounded on all sides	surrounded
surrounding circumstances	circumstances
the future to come	the future
there is no doubt but that	no doubt
usual/habitual custom	custom
unexpected surprise	surprise
in spite of the fact that	although
in the event that	if
new innovations	innovations
one and the same	the same
period of four days	four days
personally, I think/feel	I think/feel
personal opinion	opinion
refer back	refer
repeat again	repeat
revert back	revert
shorter/longer in length	shorter/longer
had been previously found	had been found

Other words to watch out for:

Beware of	Use instead
Assistance	help
Ascertain	find out
Attempt	try
Currently	now
Due to the fact that	because
Endeavor	try
Facilitate	ease
Facilitate	help
For the purpose of	for
Implement	do
Indicate	show
Individual	man or woman
Initial	first
Initiate	start
Investigate	study
Numerous	many
Optimum	best
Referred to as	called
Remainder	rest
Sufficient	enough
Until such time as	until
Utilize	use
With the possible exception of	except