

Writing Clear, Readable Sentences: Exercise: Avoid Distracting Wordiness

Exercise A

Revise these sentences to eliminate distracting wordiness:

1. As we turn to the next topic, we realize that we must stop inflation now.
2. My mother was annoyed because of the fact that I arrived late.
3. I have found Mark to be the most vicious gossip I know.
4. To my way of thinking, the legislature must strengthen the current laws on speeding.
5. I admire his writing for the fact that its ideas are expressed in a clear manner.
6. During the time in which Maria wrote the conclusion, the secretary finished typing.
7. We are of the opinion that a salary cut would destroy morale.
8. In the event that the law does not change, I think that we should start a petition drive.
9. With regard to the memo you sent me, I am of the opinion that we should inform our employees of the new policy quickly.
10. Due to the fact that Phil was late, our trip was delayed by two hours.

Exercise B

Revise a page from one of your essays to eliminate wordiness. Look for words and/or phrases that (1) state how you want your readers to interpret your ideas, (2) refer to you, and (3) form unnecessarily wordy transitions.