

STREAMLINING WORDY PHRASES

Why use several words when one will do? Many people make the mistake of writing phrases such as *at the present time* or *at this point in time* instead of the simpler *now*, or *take into consideration* instead of simply *consider*, in an attempt to make their prose seem more scholarly or more formal. It doesn't work. Instead, their prose ends up seeming inflated and pretentious. Don't waste your words or your time.

WORDY: I am of the opinion that the aforementioned managers should be advised that they will be evaluated with regard to the utilization of responsive organizational software for the purpose of devising a responsive network of customers.

CONCISE: We should tell the managers that we will evaluate their use of flexible computerized databases to develop a customer network.

STREAMLINING WORDY PHRASES PRACTICE SET

Read the following sentences and revise the wordy phrases.

1. Government funding cripples the natural relationship of arts enthusiasts and artists by subsidizing work and makes artists less creative and forces the taxpayer to take on the burden of paying for art they don't like.

2. There are many reasons why some may believe that the services of one real estate agent are superior in quality to the services of another competing real estate agent or group of agents, including the personal service they provide, the care and quality of the work they do, and the communication lines they set up and keep open.
