

Eliminate Redundancies for Fat Free Writing

By Linda Elizabeth Alexander

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Linda Elizabeth Alexander
lalexander@write2thepointcom.com

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Engaging writing is concise. How many times have we been told to "write tight" (be concise) rather than verbosely? The following are a mere 25 examples of redundant phrases. When used properly, alternatives to these phrases can cut much of the fat out of your business communication, leaving it leaner, tighter, and less verbose.

Instead of ? (why?) ?	Use this
1. 12 noon (noon is always at 12)	noon
2. 12 midnight (midnight is always at 12)	midnight
3. added bonus	bonus
4. and also	and or also
5. advance notice (notice is advance)	notice
6. ask the question	ask
7. ATM machine (M stands for machine)	ATM
8. current status	status
9. close proximity	near
10. end result	result
11. filled to capacity	filled
12. first and foremost	first

