

# Improve Your Writing

## Redundancies

<b>Instead of:</b>	<b>Use:</b>
Added bonus	Bonus
Advance planning	Planning
End result	Result
Few in number	Few
Final outcome	Outcome
Past history	History
Personal opinion	Opinion
Plan ahead	Plan
Postpone until later	Postpone
Refer back	Refer
Summarize briefly	Summarize
Unexpected surprise	Surprise

## Circumlocutions

<b>Instead of:</b>	<b>Use:</b>
At the present time	Now
At this point in time	Now
Because of/Due to the fact that	Because
In regard to	On OR about
In the event that	If
In the neighborhood of	About
In this day and age	Today

<b>Instead of:</b>	<b>Use:</b>
Please don't hesitate to contact me	Please contact me
Regardless of the fact that	Although
The majority of	Most
Until such time as	Until
We are in receipt of	We received
With the exception of	Except

**Phrases to leave out:**

All things being equal
All things considered
As a matter of fact
As far as I am concerned
For all intents and purposes
For the most part
I would like to inform you
In the process of
It has come to my attention
Please be advised
Please be aware
This is a reminder that