Writing Well For Business

paragraphs and sections that follow to support your conclusion.

The same goes for paragraphs and sections within the document. At the beginning of each new paragraph or section, state the main point. Then present the explanation or supporting details, preferably in descending order of importance. This theory works for individual sentences, too. Placing the most important words at the beginning and end of a sentence heightens their emphasis.

Be clear and concise. The first key to being concise is eliminating unnecessary information. Stepping away from your document and coming back to it later can help you be more objective about what is and isn’t needed to convey your message.

The second key is eliminating unnecessary words. Qualifiers such as very, fairly, and quite rarely add meaning. In fact, because they’re so overused, they often have the opposite effect.

Many commonly used phrases include useless words. Some wordy phrases and their replacements are listed below:

Replace: | With:
---|---
along the lines of | like
a majority of | most
a majority of the time | usually
generally | as, according to
as per | when
as soon as | soon or by x date
at your earliest convenience |
as you may or may not know  
as you may know  
at a later date  
later  
at all times  
always  
at this point in time  
now  
avail oneself of  
use  
by means of  
by  
can be in a position to  
can  
due to the fact that  
because  
during the time that  
bring while  
for the purpose of  
for  
free of charge  
free  
have a tendency to  
tend to  
inasmuch as  
because  
in accordance with  
according to  
in advance of  
before  
in all probability  
probably  
in connection with  
about  
in many instances  
often  
in order that, in order to  
to  
in reference to, in regard to  
about  
in spite of the fact that  
although  
in the amount of  
for  
in the event that  
if  
in the matter of  
about  
in the near future  
ownadays, now  
in this day and age  
because  
in view of the fact that  
recommend  
make a recommendation that  
confidential  
of a confidential nature  

on account of the fact that  
because  
on the grounds that  
because  
owing to the fact that  
because  
perform an analysis of  
analyze  
pertaining to  
about  
prior to  
before  
pursuant to  
since  
the question as to whether  
whether  
regarding the matter of  
about  
subsequent to  
after, since  
the writer, the undersigned  
I, me  
up to this writing  
until now

Other phrases are redundant:

Replace:

absolutely perfect
perfect
actual experience
experience
adding together
adding
advance planning
planning
and et cetera
et cetera
any and all
all
at about
about
basic essentials or basic
basics, essentials,
fundamentals
fundamentals
both together
together
cancel out
cancel
check into
check
close proximity
near