WAYS TO ELIMINATE WORDINESS

Long sentences are not necessarily wordy, nor are short sentences always concise. A sentence is wordy if its meaning can be conveyed in fewer words.

○ ELIMINATE REDUNDANCIES
  WORDY: Daniel is now employed at a private rehabilitation center working as a registered physical therapist.
  REVISED: Daniel works at a private rehabilitation center as a registered physical therapist.

○ AVOID UNNECESSARY REPETITION OF WORDS
  WORDY: The best teachers help each student to become a better student both academically and emotionally.
  REVISED: The best teachers help each student to grow both academically and emotionally.

○ CUT EMPTY OR INFLATED PHRASES
  WORDY: In my opinion, our current immigration policy is misguided on several counts.
  REVISED: Our current immigration policy is misguided on several counts.

○ AVOID EMPTY, COLORLESS VERBS (ESPECIALLY “TO BE”) 
  WORDY: The administrative secretary is responsible for monitoring and balancing the budget.
  REVISED: The administrative secretary monitors and balances the budget.

○ AVOID JARGON
  WORDY: For years, the indigenous body politic of South Africa attempted to negotiate legal enfranchisement without result.
  REVISED: For years, the indigenous people of South Africa negotiated in vain for the right to vote.