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.

Here are some tips for eliminating wordiness in your writing:

- **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 REPEITION OF WORDS**
  WORDY: The best teachers help each student to become a better student both academically and emotionally.
  REVISED: The best teachers help each students 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.