



# Writing Tip Wednesday

NCEH/ATSDR Writer-Editor Services

## ~~UNNEEDED~~ WORDS

Wordiness. It's a sneaky problem in our writing that needlessly increases word count and document length. Are you guilty of making your sentences longer than they need to be?

Check out Grammarly's helpful list of "Words and Phrases You No Longer Need" to find out!



### 1. At all times

Watch out for flabby phrases ~~at all times~~.

### 2. Each and every

Look for filler words in your writing ~~each and every day~~ daily.

### 3. As of yet, as yet

We don't know ~~as of yet~~ whether we'll succeed.

### 4. Totally, completely, absolutely, literally, actually

Without filler words, your writing will be ~~totally~~ fabulous.

### 5. Basically, essentially

These words ~~basically~~ don't add value. They're ~~essentially~~ useless.

6. In order

Eliminate excess verbiage ~~in order~~ to clean up your writing.

7. Very, really, quite, rather, extremely

These very common words are ~~really~~ not useful. They're ~~rather~~ dull.

8. Simply

~~Simply~~ Don't use this word often.

9. Pretty

It's a ~~pretty~~ good idea to use this one sparingly, too.

10. Just

If your sentence works without it, you ~~just~~ don't need this word.

11. That

This is a word ~~that~~ you should only use when you need it for clarity.

12. Up, down

We don't care whether you stand ~~up~~ or sit ~~down~~ to write, just write cleanly!

13. In the process of

We're ~~in the process of~~ learning to remove wordiness.

14. As a matter of fact

~~As a matter of fact,~~ Your skills have improved.

15. All of

~~All of~~ Your readers will enjoy reading cleaner copy.

16. As being

You'll be known as ~~being~~ a proficient writer!

17. Being that

~~Being that~~ Because you're the best writer in your class, you're sure to get good grades.

18. During the course of

During ~~the course of~~ the writing lesson, we learned some new tricks!

19. For all intents and purposes, For the most part

~~For all intents and purposes,~~ Our writing has improved.

20. At this point in time

You don't need to use filler words ~~at this point in time~~ now

## Resources

- <https://www.grammarly.com/blog/more-words-and-phrases-to-avoid/>
- <https://www.grammarly.com/blog/words-you-no-longer-need/>
- <https://proofed.com/writing-tips/wordiness-word-types-to-avoid-for-concise-writing/>

## Contact Us!

Reply with your grammar requests and feedback [cha0@cdc.gov](mailto:cha0@cdc.gov).

This tip sheet is for internal use only. Please do not distribute outside NCEH/ATSDR.

**Contact Writer-Editor Services for writing or editing assistance:**

<https://intranet.cdc.gov/nceh-atsdr/wes/default.html>

