

## MINI CHEAT SHEET— AVOIDING WORDINESS

### Redundant Phrases to Avoid

Past experience	True fact
Complete and total	End result
Added bonus	The reason why is because
And also	While at the same time
Each and every	Raining/snowing <i>outside</i>
Free gift	General public
Join together	I myself
Past history	Excess waste
Repeat again	Completely opposite
New breakthrough/discovery	Final outcome
Exactly identical	Might possibly

### Modifiers to use sparingly:

Very	Quite
Really	More or less
Awfully	Mainly
Usually	Somewhat
Actually	So
Mostly	Probably
Extremely	Certainly

