

WORDS AND PHRASES TO AVOID WHEN WRITING ESSAYS:

is	There is that is . . .
are	There are that are . . .
was	There was that was . . .
were	There were that were . . .
am		
be	Here is is that . . .
being	Here are was that . . .
been	Here was . . .	
	Here were able to . . .
could + verb	It is . . .	
would + verb	It was . . .	

CUT REPETITION AND WORDINESS:

The position as the new supervisor was one in which I was finding myself learning. I learned how to cope with a large number of customers. Various customers came in the door daily.

As the new supervisor, I learned to cope daily with our numerous and various customers.

~~I was able to~~ manage the . . . *I managed the . . .*

CUT FORMULAIC PHRASES

OK for the first draft to keep the writing process going, but in revision, these wordy phrases should come out or be replaced with shorter or more concise expressions—*vital to word count*.

FORMULAIC

CONCISE

. . . at the present time now . . .
. . . at this point in time . . .	
. . . in this day and age . . .	
. . . in today's society . . .	
. . . because of the fact that because . . .
. . . due to the fact that . . .	
. . . are of the opinion that believe . . .
. . . have the ability to . . .	
. . . am capable of can . . .
. . . in spite of the fact that although . . .
	. . . despite . . .
. . . last but not least finally . . .
. . . prior to before . . .
. . . concerning the matter of about . . .