

Eliminate Wordiness Wordiness can make your writing difficult to understand because readers are forced to plow through unnecessary text to read essential information. Your readers may lose patience. The most effective way to reduce wordiness is to avoid redundancy — the unnecessary repetition of concepts, words, or phrases. Sometimes readers cannot discern the point because it is hidden underneath layers of language. At other times redundancy is so annoying or time consuming that readers give up without completing a document.

The memo in Figure 8.7 has numerous instances of redundancy. Section manager Carl Saunders typed the memo directly into his word processor and read a copy after it was printed. When he proofread his draft, he was appalled by its redundancy, which he eliminated by crossing out unnecessary terms and making minor changes in wording. Figure 8.7 shows the editing he did on his memo. Producing a new copy constituted very little work on his word processor; within a few minutes, he printed the revision (Figure 8.8). You may encounter several redundant elements that you can edit out of the final drafts of technical documents — modifiers similar to those in Mr. Saunders's initial memo.

FIGURE 8.7 Redundant Language in Memo

