

Key to Unnecessary Words Exercise

1. Drop *general* and *of opinion*
2. Drop *completely*
3. Drop *ever*
4. Drop *together*
5. Drop *long*
6. Drop *or not*
7. Drop *chance are that*
8. Drop *temporary*
9. Drop *rather*
10. Drop *up*
11. Replace *it is often the case* with **frequently**
12. Replace *in the event that* with **if**
13. Replace *had occasion to be* with **was**
14. Replace *is indicative of* with **indicates**
15. Drop *there is*
16. Drop *of*
17. Replace *be of the opinion that* with **believe**
18. Replace *inform as to the fact that* with **tell**
19. Drop *literally* and *very*
20. We should rely on him, as we have in the past.