

# Redundant Words Checklist



Effective business writing eliminates excessive words. Redundant words have become so common they are easy to miss. Here are a few you can cut from your writing. The excess word is in **red**.

## -A-

Absolutely essential  
Absolutely necessary  
Actual facts  
Advance **forward**  
Advance reservation  
Advance warning  
Added bonus  
Alternative choice  
Armed gunman  
At 12:00 noon  
ATM **machine**

## -B-

Basic fundamentals  
Blend **together**  
Blue **in color**  
Brief summary  
Burning fire

## -C-

Careful scrutiny  
Circle **around**  
Close proximity  
Complete opposite  
Consensus **of opinion**  
Cooperate **together**

## -D-

Difficult dilemma  
Drop **down**

## -E-

Empty space  
End result  
Exact **same**  
ER **room**

## -F-

Fall **down**  
Favorable approval  
Filled to capacity  
Final outcome  
Free gift  
Fuse **together**  
Future plans

## -G-

Gather **together**  
Good benefit

## -H-

Harmful injury  
HIV **virus**  
Hollow tube  
Hot fire

## -I-

Important essentials  
Integrate **together**  
Introduced **a new**  
Invited **guest**

## -J-

Join **together**  
Joint collaboration

## -K-

Killed dead  
Kneel **down**

## -L-

Lag **behind**  
Large **in size**  
Lift **up**  
Live audience  
Live witness

## -M-

Merge **together**  
Mix **together**  
Mutual cooperation

## -N-

New beginning  
New innovations  
Number **one** leader

## -O-

Old adage  
Old cliché  
One **and** the same  
Over exaggerate

Past history  
Personal friend  
Personal opinion  
Plan ahead  
Postpone **until later**

## -R-

Raise **up**  
RAM **memory**  
Reason **why**  
Refer **back**  
Reflect **back**

## -R- (continued)

Regular routine  
Repeat **again**  
Reply **back**  
Return **again**  
Rise **up**

## -S-

Same **exact**  
Share **together**  
Sink **down**  
String **together**  
Sudden impulse  
Sum **total**

## -T-

Technical jargon  
Totally unnecessary  
True **facts**

## -U-

Ultimate goal  
Unexpected surprise  
Unsolved mystery  
Usual custom

## -V-

Very unique

## -W-

Warn **in advance**



Cathy Miller,  
Business Writer/Consultant

cathy@millercathy.com  
(858) 344-9959  
[www.simplystatedbusiness.com](http://www.simplystatedbusiness.com)