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.

### Redundant Words Checklist

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolutely essential</td>
<td>Basic fundamentals</td>
<td>Careful scrutiny</td>
<td>Difficult dilemma</td>
<td>Empty space</td>
</tr>
<tr>
<td>Absolutely necessary</td>
<td>Blend together</td>
<td>Circle around</td>
<td>Drop down</td>
<td>End result</td>
</tr>
<tr>
<td>Actual facts</td>
<td>Blue in color</td>
<td>Close proximity</td>
<td>Empty space</td>
<td>Exact same</td>
</tr>
<tr>
<td>Advance forward</td>
<td>Brief summary</td>
<td>Complete opposite</td>
<td>ER room</td>
<td>ER room</td>
</tr>
<tr>
<td>Advance reservation</td>
<td>Burning fire</td>
<td>Consensus of opinion</td>
<td>Fall down</td>
<td>Fall down</td>
</tr>
<tr>
<td>Advance warning</td>
<td></td>
<td>Cooperate together</td>
<td>Favorable approval</td>
<td>Favorable approval</td>
</tr>
<tr>
<td>Added bonus</td>
<td></td>
<td>Digested</td>
<td>Final outcome</td>
<td>Final outcome</td>
</tr>
<tr>
<td>Alternative choice</td>
<td></td>
<td>Disregard</td>
<td>Free gift</td>
<td>Free gift</td>
</tr>
<tr>
<td>Armed gunman</td>
<td></td>
<td>Domestic</td>
<td>Fuse together</td>
<td>Fuse together</td>
</tr>
<tr>
<td>At 12:00 noon</td>
<td></td>
<td>Dutch</td>
<td>Future plans</td>
<td>Future plans</td>
</tr>
<tr>
<td>ATM machine</td>
<td></td>
<td>Dutch</td>
<td>Good benefit</td>
<td>Good benefit</td>
</tr>
</tbody>
</table>

- **F**: Fall down  - **L**: Lag behind  - **R**: Regular routine  
- **F**: Favorable approval  - **L**: Large in size  - **R**: Repeat again  
- **F**: Filled to capacity  - **L**: Lift up  - **R**: Reply back  
- **F**: Final outcome  - **L**: Live audience  - **R**: Return again  
- **F**: Free gift  - **L**: Live witness  - **R**: Rise up  

- **G**: Gather together  - **M**: Merge together  
- **G**: Good benefit  - **M**: Mutual cooperation  

- **H**: Harmful injury  - **N**: New beginning  
- **H**: HIV virus  - **N**: New innovations  
- **H**: Hollow tube  - **N**: Number one leader  

- **I**: Important essentials  - **O**: Old adage  
- **I**: Integrate together  - **O**: Old cliché  
- **I**: Introduced a new invited guest  - **O**: One and the same  
- **I**: Over exaggerate  

- **J**: Joint collaboration  - **P**: Over exaggerate  
- **J**: Joint collaboration  

- **K**: Killed dead  - **R**: Raise up  
- **K**: Kneel down  - **R**: RAM memory  

- **S**: Same exact  - **T**: Technical jargon  
- **S**: Share together  - **T**: Totally unnecessary  
- **S**: Sink down  - **T**: True facts  
- **S**: String together  
- **S**: Sudden impulse  

- **U**: Same exact  
- **U**: New innovations  
- **U**: Number one leader  

- **V**: Very unique  

- **W**: Warn in advance  

- **W**: Wound in advance

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