

# 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**



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