

WORDS TO WATCH OUT FOR

ARE YOU USING THESE WORDS THAT ARE UNNECESSARY — OR WORSE — COMPLICATING YOUR WRITING?

WHAT TO WATCH FOR	CONSIDERATION
Actually	Be wary of possible misinterpretation. If you say, "I actually was working," does that mean it's surprising that you were working?
Basically; generally	Almost always unnecessary.
For all intents and purposes	Again, unnecessary.
Just	It's often unnecessary. As in: "I was just writing to ask a favor."
Needless to say; it goes without saying	Apparently, it does need to be said, so just say it.
Quite	It can cause confusion. If you're "quite angry," are you really angry or a bit angry?
Rather	It has its place, but it can water down a strong statement. Such as: "He's rather smart."
Some kind of; some type of; some sort of	Usually unnecessary. For example: "Our administrative staff needs some kind of help."
That	It can often be cut without sacrificing meaning. Consider: "Did you get the email that I sent?"
That is to say	Unnecessary.
The matter of; the issue of	These are almost always unnecessary. Get to the point.
Totally	If something is already absolute, this word adds nothing.
Tried to	Use only if it was just an attempt. Because if you succeeded, you didn't try. You did.

