



EXERCISE: REDUNDANCY

Redundancy is the needless repetition or addition of words.

Redundant Phrase	Concise Word or Words
Continue on	Continue
Easy and effortless	Easy (or use Effortless)
Absolutely certain	Certain

For each redundant phrase, write the correct word in its place. Remember: less is more!

Redundant Phrase	Concise Word or Words
On a daily basis	
Close proximity	
Added bonus	
Consensus of opinion	
Few in number	
Repeat again	
Cooperate together	
Future plans	
At a point in the future	
Past history	
Period of time	
May possibly	
New innovation	
Over and done with	
Stalling for time	



EXERCISE: WRITING CLEARLY (Using Plain Language)

Select the sentences that are most concise yet convey the relevant and important information.

1.
 - A. All unopened packages should be returned to the dock on 41st Street.
 - B. All unopened packages should be returned to the 41st Street dock.
 - C. All packages that are not opened should be returned to the dock on 41st Street.
 - D. All packages that are not opened should be returned to the dock that is located on 41st Street.

2.
 - A. The labels that are needed are rectangular in shape.
 - B. The labels that are needed are rectangular.
 - C. The needed labels are rectangular.
 - D. The labels are rectangular.
 - E. We need rectangular labels.

3.
 - A. There are several projects that are successful which use volunteers.
 - B. There are several successful projects that use volunteers.
 - C. Several successful projects use volunteers.
 - D. Several projects that are successful use volunteers.

4.
 - A. Please submit a report each week that lists all customer complaints.
 - B. Please submit a report listing all customer complaints.
 - C. Please submit a weekly report listing all customer complaints.
 - D. Please submit a report each week listing all customer complaints.

5.
 - A. The costs of implementation will be offset by savings in time.
 - B. The implementation costs will be offset by time savings.
 - C. The costs of implementation will be offset by time savings.
 - D. The implementation costs will be offset by savings in time.



About the Author

Eric Williamson, author of *How to Work with Jerks*, professional development consultant, and President/CEO of Tailored Training Solutions, LLC, has a vision of success that is inherently different than most. With two decades of real-life, hands-on, in-the-trenches experience in both public and private sectors, Eric has worked with companies and institutions, both large and small, including Connecticut College, Maryland School of Nursing, Maryland Department of Labor, and the Society of Human Resource Management (SHRM).

Through his experience, Eric has learned that success is not about good grades, high IQ scores, or climbing up the corporate ladder. Eric believes that no matter how talented, gifted, or experienced, and no matter what role we serve or title we carry, our level of success is not measured based on the work we produce; it is measured based on the relationships we build. To that end, he works with organizations to build successful leaders by building stronger customer and workplace relationships.

Eric is available to present customized in-person, online, and hybrid trainings for your organization. Visit his website at [TailoredTrainingSolutions.com](https://www.TailoredTrainingSolutions.com) for scheduling details.

