

# 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