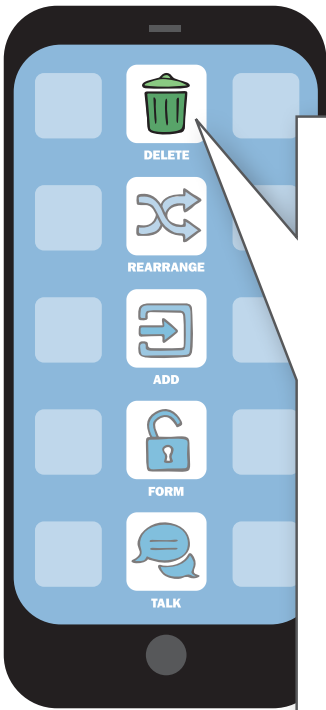




# DELETE

## Deleting at the **Sentence** Level

### Get rid of **WORDY WORDS**

(words that don't say much or are repetitive)

Check your writing for word pairs that actually do the same thing. Delete the extra word.

**Examples:**

|                     |                |          |
|---------------------|----------------|----------|
| fall down           | <b>BECOMES</b> | fall     |
| past history        | <b>BECOMES</b> | past     |
| unexpected surprise | <b>BECOMES</b> | surprise |
| cancel out          | <b>BECOMES</b> | cancel   |

If you are looking to cut words that don't do much work, check your writing for some of the words below. They don't always need to be deleted, but can be easily removed without affecting meaning.

**Examples:**

|            |         |
|------------|---------|
| absolutely | quite   |
| all        | really  |
| completely | sort of |
| definitely | totally |
| just       | very    |
| kind of    | would   |

Use a single word to say the same thing as the pair or group of words.

**Examples:**

|                     |                |        |
|---------------------|----------------|--------|
| said loudly         | <b>BECOMES</b> | yelled |
| at the present time | <b>BECOMES</b> | now    |

## Deleting at the **Paragraph** Level

**Find your focus**

- Read or reread one paragraph you wrote.
- Think about and decide what you think is the main topic or focus of the paragraph.
- Write or say the main focus of the paragraph in one word, phrase, or sentence.

**Check your writing for extra ideas not related to your main focus**

- After deciding on a main focus, reread your paragraph. Are there any parts of the paragraph that don't match your focus?
- If not, move on to looking at the next paragraph of your composition.
- If so, you have some choices to make:
  - Move these extra ideas somewhere else, either connected to another paragraph or into a new paragraph or another piece of future writing.
  - If these ideas don't fit anywhere, delete them.