

5.1 Words - Diction Alerts

This analysis provides an alphabetized list of possible diction problems and suggestions on how you might revise those words or phrases. Those suggestions can help you reduce wordiness and cliches in your writing.

Study each suggestion for those words or phrases to determine whether or not the suggestion is appropriate in your context. The words or phrases in the **Word or Phrase** column appear in your writing. The suggestions in the **Suggestion** column offer possible alternatives which may apply in the context of your writing. In many instances, the **WordUse** function on the Writer's Workbench toolbars can provide additional information.

Note: Common contractions (if included) and / or "Pet Peeves" additions will be displayed at the bottom of this analysis.

To find the listed word or phrase as it appears in your document -

1. Highlight the word or phrase to the left of the " - " in the **Word or Phrase** column.
2. Do not highlight the number in front of the **Word or Phrase** column.
3. Click on the **WordSearch** button on the Analysis toolbar.
4. If necessary, use **FindNext** in the document's Writer's Workbench toolbar.
5. To move back to this analysis, click on the **<Doc-Analysis>** or **D-A** button.

More Information

This analysis may offer suggestions, such as **OMIT**, and may label and offer alternatives, such as **IMPERSONAL**, use "friend, colleague, acquaintance." See the following sample error-prone sentence with suggestions.

Sample error-prone sentence:

The organization's president hopes that the **chairmen** of the committees will **arrive at a decision to construct** a workable plan to **reveal** to her.

Word or Phrase
chairmen-
arrive at a decision-
construct-
reveal-

Suggestions
[SEXIST] use "coordinators," "chairpersons"
use "decide"
[INFLATED] use "build" or "make"
[INFLATED] use "show"

Revision based on Suggestions:

The organization's president hopes that the **chairpersons** of the committees will **decide to build** a workable plan to **show** her.

Writer's Workbench found **32 potentially problematic words or phrases.**

#	<u>Word or Phrase</u>	<u>Suggestion</u>
1	about. -	AVOID using prepositions such as "about" as the last word in a sentence
1	actually -	OMIT actually (when possible)
1	could of -	[INCORRECT] Always use "could have"
1	factor -	Best in mathematics-"factor" is vague elsewhere; try "element"; eliminate any "to be" verb
1	from the standpoint of -	Use "according to"
1	i think -	AVOID this phrase
1	in fact -	[OVERUSED] OMIT
5	it is -	[VAGUE, PASSIVE] Revise the sentence to eliminate the "to be" verb while still maintaining the meaning of the sentence - (Example) "It is leaving home that my sister dislikes." - (Revision) "My sister dislikes leaving home."
1	it seems -	AVOID using "it seems"
1	it was -	[VAGUE, PASSIVE] Revise the sentence to eliminate the "to be" verb while still maintaining the meaning of the sentence - (Example) "It was basketball that Tom liked best in school." - (Revision) "In school, Tom liked basketball best."
1	kind of -	AVOID using to indicate degree; use "somewhat"; OMIT in formal writing
1	not untrue -	[DOUBLE NEGATIVE] REWRITE positively - Example - "not unlikely" => "likely"
1	of. -	AVOID using prepositions such as "of" as the last word in a sentence
1	reveal -	[INFLATED] Use "show"

- 1 revealed - [INFLATED] Use "showed"
- 1 reveals - [INFLATED] Use "shows"
- 3 situation - [VAGUE] Try "predicament" OR "quandary" OR "difficulty"; use "here" if you mean "in this situation"
- 1 situations - [VAGUE] Try "predicaments" OR "quandaries" OR "difficulties"; use "here" if you mean "in these situations"
- 2 sort of - Use "fairly" OR "rather" OR "somewhat" OR "quite" OR DELETE
- 1 there is - [WORDY] avoid unless absolutely unavoidable to assert existence: "There is my brother."
- 1 this is - Avoiding "this is" usually improves clarity; use "this" to point out: "this idea," "this solution," or "this hat"
- 2 which are - OMIT and revise for greater effectiveness
- 1 which is - OMIT and revise for greater effectiveness
- 1 isn't - CONTRACTION - Use "is not" - use both complete words.