

5.1 Words - Diction Alerts

Here is a sequential list of possible diction problems along with suggestions on how you might revise those words or phrases. Those suggestions can help you reduce wordiness and clichés in your writing.

Study each suggestion for the flagged items in your document to determine whether or not the suggestion is appropriate in your context. The word or phrase in the Word or Phrase column appears in your writing. The text in the Suggestions column offers possible alternatives, one of 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.

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 in 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> 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 **28 potentially problematic words or phrases.**

<u>#</u> <u>Word or Phrase</u>	<u>Suggestion</u>
1 actual -	OMIT actual and 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 in fact -	[OVERUSED] OMIT
6 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
3 reveal -	[INFLATED] Use "show"
4 situation -	[VAGUE] Try "predicament" OR "quandary" OR "difficulty"; use "here" if you mean "in this situation"
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