

# ONW

Omit Needless Words





Vigorous writing is concise.

A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts.

This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell.

Many expressions in common use violate this principle:

the question as to whether	whether (the question whether)
there is no doubt but that	no doubt (doubtless)
used for fuel purposes	used for fuel
he is a man who	he
in a hasty manner	hastily
this is a subject which	this subject
His story is a strange one.	His story is strange.

In especial the expression *the fact* that should be revised out of every sentence in which it occurs.

owing to the fact that since	(because)
in spite of the fact that though	(although)
call your attention to the fact that remind you	(notify you)
I was unaware of the fact that I was unaware that	(did not know)
the fact that he had not succeeded	his failure
the fact that I had arrived	my arrival

*Who is, which was,* and the like are often superfluous.

His brother, who is a member of the same firm	His brother, a member of the same firm
Trafalgar, which was Nelson's last battle	Trafalgar, Nelson's last battle

<b>Redundant</b>	<b>Revised</b>
at this point in time	
basic fundamentals	
by means of	
descend down	
green in color	
in the event that	
join together	
new innovation	
oval in shape	
the reason is because	
very unique	

<b>Redundant</b>	<b>Revised</b>
at this point in time	now
basic fundamentals	basics
by means of	by
descend down	descend
green in color	green
in the event that	if
join together	join
new innovation	innovation
oval in shape	oval
the reason is because	because
very unique	unique



**Rewrite the following, ONW.**

a)It is absolutely essential that all students meet with their advisor on a regular basis.

b)The advance preview of Transformers scored big at the box office.

c)In my personal opinion, everyone could benefit from eating more chocolate.

d)The final outcome of the Literature exam was better than I expected.

e)Having just visited Washington, D.C. myself, I can say that the Lincoln Memorial is the greatest monument an American citizen can view in our nation's capital.

## Rewrite the following, ONW.

a) It is absolutely essential that all students meet with their advisor on a regular basis.

It is essential that all students regularly meet with their advisor.

b) The advance preview of Transformers scored big at the box office.

The Transformers preview did very well.

c) In my personal opinion, everyone could benefit from eating more chocolate.

In my opinion, everyone could benefit from eating more chocolate.

d) The final outcome of the Literature exam was better than I expected.

My literature exam was better than expected.

e) Having just visited Washington, D.C. myself, I can say that the Lincoln Memorial is the greatest monument an American citizen can view in our nation's capital.

Having just visited Washington, DC, it is clear to me that the Lincoln Memorial is the greatest monument in the American capital.

## **Rewrite the following, ONW.**

f) Recommending that a student copy from another student's paper is not something he would recommend.

g) Unencumbered by a sense of responsibility, Jason left his wife with forty-nine kids and a can of beans.

h) Above all, there is, of course, absolutely no need indeed to decorate your sentence with words and phrases of emphasis if, without them, the sentence undeniably is indeed equally capable of stressing your point.

## Rewrite the following, ONW.

f) Recommending that a student copy from another student's paper is not something he would recommend.

He would not recommend that a student copy from another.

g) Unencumbered by a sense of responsibility, Jason left his wife with forty-nine kids and a can of beans.

Irresponsibly, Jason left his wife with forty-nine kids and a can of beans.


h) Above all, there is, of course, absolutely no need indeed to decorate your sentence with words and phrases of emphasis if, without them, the sentence undeniably is indeed equally capable of stressing your point.

Make your sentences clear and to the point.

# WORDS

Many students chase the word count – they don't look at the content.





And the word count is important, but  
the content is more important.

C O N T E N T

Trade barriers are a general term that explains the rules and regulations of any government that restricts national trade. Trade barriers are set up to protect local businesses and citizens, and to generate revenue. Even though trade is favorable for all countries, the rules set up to regulate trade can sometimes discourage it. (53)

**De-clutter** (Take out the meaningless ‘and’ clauses)

OLD: Trade barriers are a general term that explains the rules and regulations of any government that restricts national trade. (19)



**De-clutter** (Take out the meaningless ‘and’ clauses)

OLD: Trade barriers are a general term that explains the **rules and regulations** of any government that restricts national trade. (19)

- Why use rules AND regulations? Rules are regulations. We get it already.

## **De-clutter** (Take out the meaningless ‘and’ clauses)

OLD: Trade barriers are a general term that explains the **rules and regulations** of **any** government that restricts national trade. (19)

- Why use rules AND regulations? Rules are regulations. We get it already.
- Why bother saying “any government”? Waste of “any”.

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OLD: Trade barriers are **a general term** that explains the **rules and regulations** of **any** government that restricts national trade. (19)

- Why use rules AND regulations? Rules are regulations. We get it already.
- Why bother saying “any government”? Waste of “any”.
- “A general term” is a wasted phrase that means nothing. Delete it.

**De-clutter** (Take out the meaningless ‘and’ clauses)

OLD: Trade barriers are **a general term** that explains the **rules and regulations** of **any** government that restricts national trade. (19)

- Why use rules AND regulations? Rules are regulations. We get it already.
- Why bother saying “any government”? Waste of “any”.
- “A general term” is a wasted phrase that means nothing. Delete it.

NEW: Trade barriers are government regulations designed to restrict trade. (9)

## **Combine sentences**

OLD: Trade barriers are **a general term** that explains the **rules and regulations** of **any** government that restricts national trade. Trade barriers are set up to protect local businesses and citizens, and to generate revenue. (34)

- **Cut out the garbage** and combine the sentences.

## **Combine sentences**

OLD: Trade barriers are a general term that explains the rules and regulations of any government that restricts national trade. Trade barriers are set up to protect local businesses and citizens, and to generate revenue. (34)

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## **Combine sentences**

OLD: Trade barriers are a general term that explains the rules and regulations of any government that restricts national trade. Trade barriers are set up to protect local businesses and citizens, and to generate revenue. (34)

- Cut out the garbage and combine the sentences.

NEW: Trade barriers are government regulations designed to restrict trade, protect citizens and generate revenue. (14)

## **Be clear**

OLD: Even though trade is favorable for all countries, the rules set up to regulate trade can sometimes discourage it. (19)



## **Be clear**

OLD: Even though trade is favorable for all countries, the rules set up to regulate trade can sometimes discourage it. (19)

- *HUH? It's favorable and can be discouraging?*

## **Be clear**

OLD: Even though trade is favorable for all countries, the rules set up to regulate trade can sometimes discourage it. (19)

• *HUH? It's favorable and can be discouraging?*

NEW: Government rules regulating trade can discourage it. (7)

Trade barriers are a general term that explains the rules and regulations of any government that restricts national trade. Trade barriers are set up to protect local businesses and citizens, and to generate revenue. Even though trade is favorable for all countries, the rules set up to regulate trade can sometimes discourage it. (53)

Trade barriers are government regulations designed to restrict trade, protect citizens and generate revenue. However, government rules regulating trade can actually discourage it. (23)



In Criteria A, 300 words doesn't mean you get 3 points.

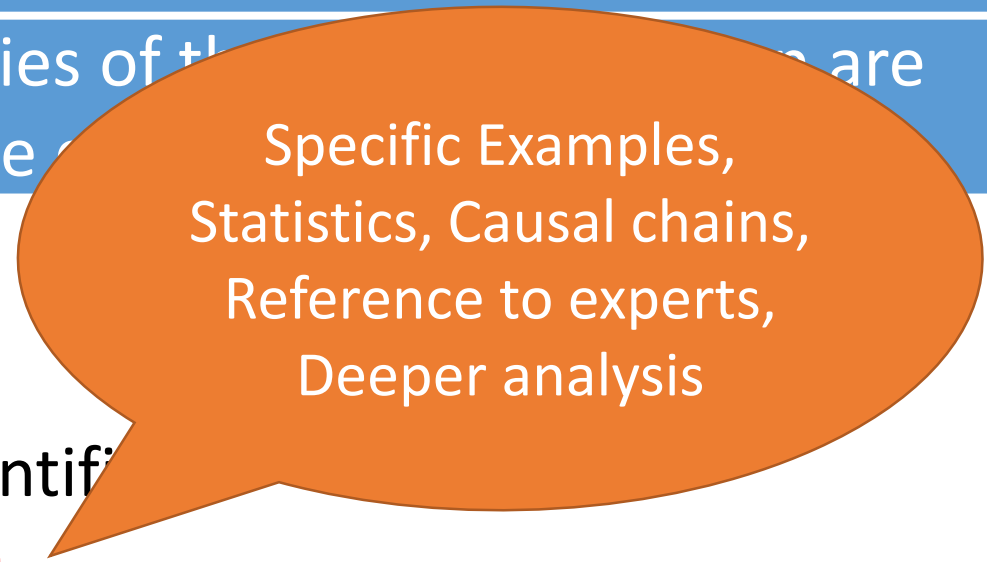
You need 300 good words to get 3 points.

Marks	Level descriptor
0	The work does not reach the standard described by the descriptors below.
1	A client and a problem with the present situation are identified.
2-3	A client is identified. The inadequacies of the present situation are <b>explained</b> with cited reference to the consultation with the client.

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- Client is identified.
- Problem with the present situation is identified
- More than one inadequacy is EXPLAINED
- Cited reference to consultation with client

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- Client is identified.
- Problem with the present situation is identified.
- More than one inadequacy is **EXPLAINED**
- Cited reference to consultation with client

Our bills are not organized. We have files everywhere. Things get lost. This could mean expensive late fees. This would cost the family more money. This could mean that the family can't afford things or properly save for university. This would be detrimental to the family.

Our bills are not organized. We have them everywhere. Things get lost. This could result in expensive late fees. This would cost the family more money. This could mean that the family can't afford things or properly save for university. This would be detrimental to the family.

Not specific.  
Vague. No real sense of how the bills are stored.



Our bills are not organized. We have them everywhere. Things get lost. This could result in expensive late fees. This would cost the family more money. This could mean that the family can't afford things or properly save for university. This would be detrimental to the family.

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Causal chain is weak. It's not wrong, it's just surface analysis.

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Our bills are not organized. We have files everywhere. Things get lost. This could mean expensive late fees. This would cost the family more money. This could mean that the family can't afford things or properly save for university. This would be detrimental to the family.

As bills come in the mail, they are put into an unpaid pile. After payment, they are put in a paid shoe box. Bills also come to either my mother or father's email. With all of these different locations (unpaid, paid, 2 emails) it is hard to track the expenses. A centralized place to analyse expenses would be helpful.

In January, my father accidentally put a new Bell bill on the paid pile. No one noticed so in February there was a late fee of \$23.56. While this isn't a huge amount of money, it's irritating to my father: "I hate paying money in interest that we could spend it on something useful!" Better organization would mean that it will be easier to track payments and avoid late charges.

Our bills are not organized. We have files everywhere. Things get lost. This could mean expensive late fees. This would cost the family more money. This could mean that the family can't afford things or properly save for university. This would be detrimental to the family.

As bills come in the mail, they are put into an **unpaid pile**. After payment, they are put in a **paid shoe box**. Bills also come to either my **mother or father's email**. With all of these different locations (unpaid, paid, 2 emails) it is hard to track the expenses. **A centralized place to analyse expenses would be helpful.**

In **January**, my father accidentally put a new **Bell** bill on the paid pile. No one noticed so in **February** there was a late fee of **\$23.56**. While this isn't a huge amount of money, it's irritating to my father: **"I hate paying money in interest that we could spend it on something useful!"** Better organization would mean that it will be easier to track payments and avoid late charges.

Our bills are not organized. We have files everywhere. Things get lost. This could mean expensive late fees. This would cost money. This could mean that the family can't afford to save for university. This would be detrimental

Specific. Not vague at all. Detailed sense of how stored.

As bills come in the mail, they are put into an unpaid shoe box. When they are paid, they are put in a paid shoe box. Bills also come to either my mother or father's email. With all of these different locations (unpaid, paid, 2 emails) it is hard to track the expenses. A centralized place to analyse expenses would be helpful.

More realistic evaluation.

In January, I accidentally put a new Bell bill on the paid pile. No one noticed. There was a late fee of \$23.56. While this isn't a huge amount of money, it's irritating to my father: "I hate paying money in interest that we could spend it on something useful!" Better organization would mean that it will be easier to track payments and avoid late charges.