

Exercise Eight: Cut Wordy Phrases

Match the unnecessarily long phrase with its shorter counterpart:

Wordy Phrase	Correct Match	Short Phrases
a number of		please
owing to the fact that		change
at the present time		about
in a timely manner		to
in an effort to		if
make a modification to		because
in regard to		now
provide the opportunity for		then
it is requested that you		promptly
in the event of		many
after this is accomplished		let

Takeaways/answers on next page.

Exercise Eight Takeaways

Answers:

Phrase Matching Exercise Answers

Wordy Phrase	Equivalent Short Phrase
a number of	many
owing to the fact that	because
at the present time	now
in a timely manner	promptly
in an effort to	to
make a modification to	change
in regard to	about
provide the opportunity for	let
it is requested that you	please
in the event of	if
after this is accomplished	then