More words do not amount to better writing. You will make your point stronger if you are direct. Avoid phrasing your ideas in a round-about way.

**Wordy**
- the question as to whether
- there is no doubt but that
- used for fuel purposes
- he is a man who
- in a hasty manner
- this is a subject that
- His story is a strange one.
- owing to the fact that
- in spite of the fact that
- call your attention to the fact that
- the fact that he had not succeeded
- It has rarely been the case that any mistakes have been made.

**Concise**
- whether
- no doubt/doubtless
- used for fuel
- he
- hastily
- this subject
- His story is strange.
- since/because
- though/although
- remind/notify you
- his failure
- Few mistakes have been made.

**Use active voice.**

**Passive**
- There were a great number of dead leaves lying on the ground.
- At dawn the crowing of the rooster could be heard.

**Active**
- Dead leaves covered the ground.
- The rooster’s crow came with dawn.

**Put statements in positive form.**

**Negative**
- He was not very often on time.
- He did not think that studying Latin was a sensible way to use one’s time.

**Positive**
- He was usually late.
- He thought the study of Latin was a waste of time.

Adapted from Elements of Style, Strunk and White.