

Concise academic writing

Don't use	Do use	Example
a total of 14 participants...	fourteen participants	A total of 14 participants replied. Fourteen participants replied.
at the present moment	now/currently	At the present moment, we are waiting for... Now, we are waiting for...
at 3am in the morning	at 3am	The observation began at 3am in the morning. The observation began at 3am.
by means of	by	We gathered data by means of observing... We gathered data by observing...
come to the realisation	realise	We came to the realisation that the data was... We realised that the data was...
conducted an analysis of...	analyse	We conducted an analyse of the data. We analysed the data.
due to the fact that	because	It was late due to the fact that the weather... It was late because the weather was...
for a period of four days	for four days	We observed the site for a period of four days. We observed the site for four days.
for the most part	most/mostly	For the most part, we were successful. We were mostly successful.
for the purpose of	for	We used Excel for the purpose of recording... We used Excel for recording...
for the reason that	because	We used Excel for the reason that it is... We used Excel because it is...
in order to	to	We used Excel in order to record... We used Excel to record...
in regard to	regarding	I am writing in regards to the meeting on... I am writing regarding the meeting on...
in the absence of	without	We can't continue in the absence of your input. We can't continue without your input.
in the event that	if	Use Plan B in the event that the weather is bad. Use Plan B if the weather is bad.
in the coming future	in future	In the coming future, our systems will... In future, our systems wil...
in spite of the fact that	Despite / although	We succeeded in spite of the fact that the plan was We succeeded although the plan was...
it has the ability to	can	It has the ability to process X more quickly. It can process X more quickly.
it lacks the ability to	cannot	It lacks the ability to process X more quickly. It cannot process X more quickly.
of the opinion	believe	We are of the opinion that X must be... We believe that X must be...
of the same opinion	agree	We are of the same opinion about X. We agree about X.
on the grounds that	because	We believe this on the grounds that Y is more... We believe this because Y is more...
until such time as	until	Do not enter until such time as the bell rings. Do not enter until the bell rings.
undertake research into	research	We undertook research into X. We researched X.
with the exception of	except	The group agrees with the exception of Prof. X. The group agrees except Prof. X.