15 WORDS TO AVOID

WHEN SPEAKING OR WRITING PROFESSIONALLY

Nobody's perfect but we can try to be better. Here are fifteen words you should avoid when speaking or writing professionally.

THAT
In most cases it's superfluous. Re-read any sentence with "that" in it. If it is the same with and without, take it out.

HONESTLY
It implies the rest of your message was not honest.

REALLY
Really (and very) is a verb modifier is very, very bad writing. Pick a different word to make your point.

ALWAYS
Always is never true.

LITERALLY
Actually happening as stated, without exaggeration. More often than not, you mean figuratively or metaphorically. You are not "literally on pins and needles", or if you are ... ouch.

MAYBE
Maybe makes you sound uninformed and unsure of facts you are presenting.

IRREGARDLESS
It literally means regardless. Don't try to use it as the opposite unless you want to sound unintelligent.

WEAKNESS
We don't have weaknesses – we have opportunities.

WENT
Instead of went, consider drove, walked, ran, flew, whatever gets you from here to there – pick one.

ABSOLUTELY
Something is either essential or not. Absolutely is, in most cases, redundant. "Absolutely necessary" does not make it more necessary.

AMAZING
This word means "causing great surprise or sudden wonder". It is synonymous with wonderful, startling, astonishing, marvelous... it's everywhere and overused. If everything is amazing, nothing is amazing.

NEVER
See Always.

JUST
It weakens your sentence unless used as a synonym for equitable. Other sentence weakeners include; hopefully, actually, kind of, and sorry (don't apologize when it's not necessary).

STUFF/THINGS
Just no. Be specific about which things and stuff you are discussing.

CRITICISM
We don't criticize, we offer feedback.

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