



PETITE<sup>2</sup>QUEEN<sup>®</sup>

# Words are Power

## Strong • Active • Confident Communications

- ✓ **Search and find** the following words in your written and verbal communications. These include emails, letters, proposals, and presentations. Train yourself to recognize and replace these words to deliver communications that convey assurance.
- ✓ **Highlight and delete** at least 50% of the following words, or eradicate completely.
- ✓ **Purge** Qualifiers:
  - Just
  - That
  - Even
- ✓ **Eliminate** Filler Words – Get to the Point:
  - Like
  - You know
  - So
- ✓ **Limit** Unnecessary Adjectives & Adverbs:
  - Use a better descriptor word
  - Words ending in "ly"
- ✓ **Remove** with Caution:
  - **Sorry** - Don't over-apologize
  - **No** - Provide an alternative choice
- ✓ **Don't Forget To:**
  - **Change** passive words to active

## Resources FOR CONSIDERATION

<https://www.writingforward.com/writing-tips/avoid-adverbs>

<http://superheroyou.com/filler-words/>

<https://petite2queen.com/stop-apologizing/>