Avoiding repetition
Using pronouns

Derek Foster worked in advertising after the war. He became a professional painter in the early 60s.

-Use they/them for people in the singular when you are talking generally about males/females: *If you ask an artist how they started painting, they’ll frequently say their grandfather and grandmother taught them.*

-Use himself/herself/themselves, etc. when the object is the same as subject: *He poured himself a glass of water.* (Compared with: He poured him a glass of water, when him refers to a different person)  

-Use it, this, that, these, those to refer to the things last mentioned: *Artists now have a vast range of materials at their disposal. This means that they can be much more versatile than in the past.*

-That is often used when giving reasons: *The artist’s my cousin and that’s why I’m here.*
One, another, the ones, the other (s), both, neither, all, none:

- Use one to refer to singular countable nouns from a group. Use A(n)... one with an adjective: There are several excellent exhibitions on in London at the moment. I strongly recommend the one at the National gallery. I’ve bought a lot of new shirts recently, but for gardening I prefer to wear an old one.

- Use another to refer to the second, third, etc. singular countable noun from a group: One picture showed a girl combing her hair. Another was of the same girl dancing.

- Use ones to avoid repeating a plural noun: I enjoy romantic films, especially sad ones.

- Use the other when referring to the second of two things/people already mentioned: Pablo has two houses. One is in Sao Paolo and the other is in Singapore.

- Use the other when referring to the rest of a number of things/people already mentioned: Most of the actors went to a party. The others went home to bed.

- Use both and neither to refer to two things/people: He’s written two novels. Both became bestsellers almost immediately. Neither is autobiographically.
- Use *all* and *none* to refer to more than two things/people: *He’s written twenty-three novels and I’ve read all of them.* *Mariella invited all her friends to a party but none of them came.*
Using auxiliary/modal verbs

- We can avoid repeating words by using an auxiliary verb: A year ago I couldn’t speak any Turkish, but now I can. Not many people have read ‘The Dungeon’ and I’m one of the few that have.

- Use a form of do to replace a verb in the present or past simple. I really enjoy good comedy films, but then I think everyone does. In contrast, not everyone likes science fiction films, although I have to admit that I do.
- Use *so* to avoid repeating a sentence: *Do you think Real Madrid will win the championship again?* – *I guess so.* (=I guess they will win the championship again.)

- Use *do so* to avoid repeating a verb + the words which follow: *I told my students to hand in the writing task on Monday and nearly all of them did so.* (=handed in the writing task on Monday)
Omitting words

- It is sometimes possible to use *to* instead of a phrase beginning with *to* and to omit the rest: *Kate suggested going to the ballet, but I didn’t want to. Do call me if you are able to. I’d like to be able to solve your problems but I just don’t know how to.*

- Source: Guy Brook-Hart, Simon Haines, CAE, Student’s Book