

### Exercise 1

Each sentence below has been revised to eliminate ambiguities in phrasing, pronoun reference, or punctuation.

- a. *Call me after 7 o'clock any evening except Tuesday.*
- b. *This plan's benefits are hard to imagine.*
- c. *I can highly recommend this candidate.*
- d. *Visiting colleagues can tire their hosts. Or, Visiting one's colleagues can be tiring.*
- e. *Janice dislikes working with Claire because Claire's impatient.*
- f. *Despite Joe's efforts, he misinterpreted Sam's message.*
- g. *Our division needs a larger number of effective writers.*  
**Or,** *Our division's writers need to write more effectively.*
- h. *Tell the reactor operator to evacuate the area and to sound a general alarm.*
- i. *If you fail any one section of the test, your flying days are over.*
- j. *Dial "10" to deactivate the system and then sound the alarm.*

### Exercise 2

Revise each sentence below to repair telegraphic writing or to clarify ambiguous modifiers.

- a. *The manager claimed repeatedly that she had reported the danger.*
- b. *I want your division to write the final Amex report.*  
**Or,** *I want the final Amex report which your division wrote.*
- c. *Replace the main booster's rocket seal.*
- d. *The president refused to believe that any internal report could be inaccurate.*
- e. *Use this phone only for a red alert.*
- f. *I am deeply annoyed that the new manager offended our best client.*
- g. *Smith failed to completely explain the malfunction.*
- h. *Send a memo to the programmer who has requested an explanation.*
- i. *Do not enter the contaminated test area.*  
**Or,** *Do not enter test area while contaminated.*

### Exercise 3

Each sentence below has had its modifying nouns unstacked.

- a. *Develop documentation for the online editing system.*
- b. *The construction automation we need to design must be unified.*
- c. *Install a system to monitor the dispersion of hazardous materials.*
- d. *I recommend these incentives to improve management performance.*
- e. *Sarah prepares handbooks for troubleshooting fault analysis systems.*

### Exercise 4

The sentences below are no longer wordy, weak or evasive because of passive voice.

- a. *We performed the evaluation. (or, We evaluated....)*
- a. *Our group wrote the report.*
- c. *Unless you pay me within three days, I will contact my lawyer.*
- d. *Please wear hard hats at all times.*
- e. *Our board decided to reject your offer.*
- f. *Our mechanic spilled gasoline on your Ferrari's leather seats.*
- g. *We believe that this contract is faulty.*
- h. *We will send our test results to you as soon as we verify them.*
- i. *I decided to deny your request for promotion.*

### **Exercise 5**

The sentences below use passive voice to emphasize the recipient rather than the actor.

- a. *Joe has been fired.*
- b. *A crack in the nuclear-core containment unit has just discovered by someone on the maintenance crew*
- c. *More than 2,000 lines of our new applications program was destroyed by a power surge.*
- d. *Worker safety is being paid inadequate attention.*
- e. *Temperatures are being checked too infrequently.*
- f. *The barn was destroyed by a tornado.*
- g. *This report was poorly edited.*

### **Exercise 6**

*A smoke-filled room causes teary eyes and runny noses and the smoke can alter people's hearing and vision. The smoke can also create dangerous levels of carbon monoxide, especially for people with heart and lung ailments; their health is particularly threatened by second-hand smoke.*

### **Exercise 7**

The following sentences do not contain needless phrases, redundancy, or needless repetition.

- a) *I admire Professor Jones.*
- b) *Because we made the lowest bid, we won the contract.*
- c) *We have previously worked together.*
- d) *She works hard*
- e) *We have eliminated this program's bugs.*
- f) *This report says the most about the project.*
- g) *We can achieve our goals together.*
- h) *I trust Sam. Or, I know Sam can be trusted.*
- i) *This offer is the most attractive I've received.*

### **Exercise 8**

*There* and *It* openers and needless prefaces have been removed from the following sentences.

- a) *The fire severely damaged the reactor.*
- b) *Jenna left the company for several reasons.*
- c) *We must act immediately.*
- d) *Clayton has reported several safety violations.*
- e) *I am pleased to accept your job offer.*
- f) *This report updates our research findings.*

### **Exercise 9**

The following sentences now have strong verbs

- a) *Our disposal procedure meets federal standards.*
- b) *Please decide today.*
- c) *We need to discuss the problem.*
- d) *I've just realized that I was mistaken.*
- e) *We agree.*
- f) *This manual instructs end users.*

### **Exercise 10**

Each sentence below has eliminated needless prepositions and *to be* constructions, or has cured noun addiction.

- a. *Igor needs a vacation.*
- b. *Our survey found 46 percent of users were disappointed.*
- c. *If the system fails, sound the alarm.*
- d. *The committee chair recommends these changes.*
- e. *We need to accept the offer.*
- f. *Please analyze the [software] and evaluate our new system.*
- g. *Please be cautious.*
- h. *Bjorn is an excellent technician.*
- i. *This problem appeared just yesterday.*
- j. *Power surges cause computer malfunctions.*

### **Exercise 11**

Each sentence below has been edited to eliminate inappropriate negatives, clutter words, and needless qualifiers.

- a. *Our design must conform to building codes.*
- b. *Always wear protective clothing.*
- c. *Do not accept any bids after May 1.*
- d. *I appreciate your help.*
- e. *We're completing our investigation of all aspects of the accident.*
- f. *I appear to have misplaced the contract.*
- h. *Do not accept unsigned bids.*
- i. *I seem to have just wrecked the company car.*

### **Exercise 12**

**Combined  
for negative  
emphasis**

Although the job offers an attractive salary and promotions are rapid, the job demands long work hours.

**Combined  
for positive  
emphasis**

The job may demand long work hours, but it offers an attractive salary and provides rapid promotions.

**Combined  
to emphasize  
the word  
processor**

Our office software has several superior features:  
1. it has impressive word processing capability.  
2. it has an excellent spread sheet program.  
3. it has an excellent database management program.  
4. it integrates all components of the software.

**Combined  
to emphasize  
Company Y**

Although Company X gave us the lowest bid, Company Y has an excellent reputation.

**Combined  
for negative  
emphasis**

Superinsulated homes may be energy efficient but they create a danger of indoor air pollution through toxic substances such as radon gas and urea formaldehyde.

### **Exercise 13**

Each sentence below now uses straightforward and familiar language.

- a. Good luck in all your endeavors.
- b. I suggest you smoke less.
- c. The copier uses a magnetic-reed switch instead of the conventional microswitches on previous models.
- d. A good writer knows how to use grammar correctly.
- f. I will try to find the best candidate.
- g. Because the microscope is defective, we expect a full refund.
- h. I want a better job.

### **Exercise 14.**

Each sentence below has been edited to eliminate useless jargon and triteness.

- a. *To obtain the X-33 word processor, our firm will have pay \$6,000.*
- b. *To make more money, prioritize your investment goals.*
- c. *Fifty percent of customers use this product again.*
- d. *We should admit our mistake.*
- e. *All new managers, welcome aboard!*
- f. *This plan will certainly not succeed.*
- g. *Successful managers can take daily pressures in stride.*
- h. *We'll use the intercom to call substitute employees.*

### **Exercise 15**

The sentences below no longer contain euphemism, overstatement, or unsupported generalizations.

- a. *I admit that I abuse intoxicating beverages.*
- b. *I lied.*
- c. *This employee doesn't care.*
- d. *Entry-level jobs can be boring and dehumanizing.*
- e. *Some clerical jobs offer no opportunity for advancement.*
- f. *You didn't tell the whole truth, so we won't offer you the job.*

### **Exercise 16**

The following sentences are more precise or informative than their predecessors.

- a. Our outlet annually grosses \$40,000 more than the Montreal store.
- b. This report describes anaerobic fermentation.
- c. We don't know the basis for promotions in this office.
- d. Your crew damaged the oak desk in office 213B.
- e. He handled the company layoffs very well.
- f. I don't like this computer's operating system.

### **Exercise 17**

The following sentences no longer suffer from pretentious language, unclear expression of attitude, missing contractions, or indirect address. Their tone has been adjusted.

- a. We'll have to interview more candidates to find the right person.
- b. This project is starting to fail.
- c. We're pleased to tell you that you're a finalist.
- d. Submit complete proposals.
- e. Please submit travel vouchers by May 1.
- f. When taking this test, use the HELP option whenever you need it.
- g. I appreciate your help.
- h. I really disapprove!

### **Exercise 18.**

These sentences had too few "I" or "We" constructions or too many passive constructions, but those problems have been repaired and the tone has been adjusted.

- a. *We'll pay you as soon as we receive your itemized bill.*
- b. *I'll notify you.*
- c. *We appreciate your help.*
- d. *We'll reply to your bid next week.*
- e. *We will consider your request.*
- f. *I like this proposal.*
- g. *I would like to be considered for your opening.*  
**Or,** *Please consider me for your opening.*

### **Exercise 19**

The sentences below have had their tone adjusted by a more positive emphasis, or a more formal approach, or more objective phrasing, or less offensive usage.

- a. *Your workers will like you if you show sensitivity to their needs.*
- b. *By acting so quickly, you saved my life.*
- c. *The union has won a wage increase.*
- d. *The group's spokesman asked for salary increases.*
- e. *Please submit your vacation preferences this week.*
- f. *While the girls played football, the men waved pom-poms.*
- g. *Aggressively managing this risky project will help you succeed.*
- h. *The explosion blinded me for nearly an hour.*
- i. *He would be an excellent employee if he could learn to be calm.*

