

CHAPTER 11 Editing Exercises

Exercise 1 (p.204)

Revise each sentence below to eliminate ambiguities in phrasing, pronoun reference, or punctuation.

- a. Call me any evening except Tuesday after 7 o'clock.
- b. I cannot recommend this candidate too highly.
- c. Visiting colleagues can be tiring.
- d. Janice dislikes working with Claire because she's impatient.
- e. Despite his efforts, Joe misinterpreted Sam's message.
- f. Our division needs more effective writers.
- g. Tell the reactor operator to evacuate and sound a general alarm.

Exercise 2 (p. 205)

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

- a. The manager claimed repeatedly she reported the danger.
- b. I want the final Amex report written by your division.
- c. Replace main booster rocket seal.
- d. The president refused to believe any internal report was inaccurate.
- e. Only use this phone in a red alert.
- f. After offending our best client, I am deeply annoyed with the new manager.
- g. Send memo to programmer requesting explanation.
- h. Do not enter test area while contaminated.

Exercise 3 (p. 206)

Revise each sentence below to unstack modifying nouns.

- a. Develop online editing system documentation.
- b. We need to develop a unified construction automation design.
- c. Install a hazardous materials dispersion monitor system.
- d. I recommend these management performance improvement incentives.
- e. Sara's job involves fault analysis systems troubleshooting handbook preparation.

Exercise 4 (p. 208)

The sentences below are wordy, weak or evasive because of the passive voice. Revise each sentence as a concise, forceful, and direct expression in the active voice, to identify the person or agent performing the action.

- a. The evaluation was performed by us.
- b. The report was written by our group.
- c. Unless you pay me within three days, my lawyer will be contacted.
- d. Hard hats should be worn at all times.
- e. It was decided to reject your offer.
- f. It is believed by us that this contract is faulty.
- g. Our test results will be sent to you as soon as verification is completed.
- h. The decision was made that your request for promotion should be denied.

Exercise 5 (p. 209)

The sentences below lack proper emphasis because of improper use of the active voice. Revise each ineffective active as an appropriate passive, to emphasize the recipient rather than the actor.

- a. Joe's company fired him.
- b. Someone on the maintenance crew has just discovered a crack in the nuclear-core containment unit.
- c. You are paying inadequate attention to worker safety.
- d. The tornado destroyed the barn.
- e. You did a poor job editing this report.

Exercise 6 (p. 209)

Unscramble this overstuffed sentence by making shorter, clearer sentences:

A smoke-filled room causes not only teary eyes and runny noses but also can alter people's hearing and vision, as well as creating dangerous levels of carbon monoxide, especially for people with heart and lung ailments whose health is particularly threatened by second-hand smoke.

Exercise 7 (p. 211)

Revise each wordy sentence below to eliminate needless phrases, redundancy, and repetition.

- a. I have admiration for Professor Jones.
- b. Due to the fact that we made the lowest bid, we won the contract.
- c. On previous occasions we have worked together.
- d. She is a person who works hard.
- e. We have completely eliminated the bugs from this program.
- f. This report is the most informative report on the project.
- g. I am aware of the fact that Sam is trustworthy.

Exercise 8 (p. 212)

Revise each sentence below to eliminate *There* and *It* openers and needless prefaces.

- a. There was severe fire damage to the reactor.
- b. There are several reasons why Jenna left the company.
- c. It is essential that we act immediately.
- d. It has been reported by Clayton that several safety violations have occurred.
- e. This letter is to inform you that I am pleased to accept your job offer.

Exercise 9 (p. 213)

Revise each wordy and vague sentence below to eliminate weak verbs.

- a. Our disposal procedure is in conformity with federal standards.
- b. Please make a decision today.
- c. We need to have a discussion about the problem.
- d. I have just come to the realization that I was mistaken.
- e. Your conclusion is in agreement with mine.
- f. This manual gives instruction to end users.

Exercise 10 (p. 214)

Revise each sentence below to eliminate needless prepositions and *to be* constructions, and to cure noun addition.

- a. Igor seems to be ready for a vacation.
- b. In the event of system failure, your sounding of the alarm is essential.
- c. These are the recommendations of the chairperson of the committee.
- d. Our acceptance of the offer is a necessity.
- e. Please perform an analysis and make an evaluation of our new system.
- f. A need for your caution exists.
- g. Power surges are associated, in a causative way, with malfunctions of computers.

Exercise 11 (p. 216)

Revise each sentence below to eliminate inappropriate negatives, clutter words, and needless qualifiers.

- a. Our design must avoid nonconformity with building codes.
- b. Never fail to wear protective clothing.
- c. Do not accept any bids unless they arrive before May 1.
- d. I am not unappreciative of your help.
- e. I appear to have misplaced the contract.
- f. It seems as if I have just wrecked a company car.

Exercise 12(p. 218)

Combine each set of sentences below into one fluent sentence that provides the requested emphasis.

Sentence set John is a loyal employee.
 John is a motivated employee.
 John is short-tempered with his colleagues.

**Combined
for positive
emphasis** Even though John is short-tempered with his colleagues, he is
 a loyal and motivated employee.

Sentence set This word processor has many features.
 It includes a spelling checker.
 It includes a thesaurus.
 It includes a grammar checker.

**Combined to
emphasize
“thesaurus”** Among its many features, such as spelling and grammar checkers,
 this word processor includes a thesaurus.

a. The job offers an attractive salary.
 It demands long work hours.
 Promotions are rapid.
 (Combine for negative emphasis)

b. The job offers an attractive salary.
 It demands long work hours.
 Promotions are rapid.
 (Combine for positive emphasis)

c. Our office software is integrated.
 It has an excellent database management program.
 Most impressive is its word processing capability.
 It has an excellent spread sheet program.
 (Combine to emphasize the word processor.)

Exercise 13 (p. 221)

Revise each sentence below using straightforward and familiar language.

- a. May you find luck and success in all endeavors.
- b. I suggest you reduce the number of cigarettes you consume.
- c. Within the copier, a magnetic-reed switch is utilized as a mode of replacement for the conventional microswitches that were in use on previous models.
- d. A good writer is cognizant of how to utilize grammar in a correct fashion.
- e. I will endeavor to ascertain the best candidate.
- f. I wish to upgrade my present employment situation.

Exercise 14(p. 222)

Revise each sentence below to eliminate useless jargon and triteness.

- a. For the obtaining of the X-33 word processor, our firm will have to accomplish the disbursement of funds to the amount of \$6,000.
- b. To optimize your financial return, prioritize your investment goals.
- c. The use of this product engenders a 50-percent repeat consumer encounter.
- d. We wish to welcome all new managers aboard.
- e. Not by a long shot will this plan succeed.
- f. Intercom utilization will be employed to initiate substitute employee operative involvement.

Exercise 15(p. 224)

Revise each sentence below to eliminate euphemisms, overstatements, or unsupported generalizations.

- a. I finally must admit that I am an abuser of intoxicating beverages.
- b. I was less than candid.
- c. This employee is poorly motivated.
- d. Most entry-level jobs are boring and dehumanizing.
- e. Clerical jobs offer no opportunity for advancement.
- f. Because of your absence of candor, we no longer can offer you employment.

Exercise 16 (p. 226)

Revise each sentence below to make it more precise or informative.

- a. Our outlet does more business than Montreal.
- b. Anaerobic fermentation is used in this report.
- c. Confusion is in control of this office.
- d. Your crew damaged a piece of office equipment.
- e. His performance was admirable.
- f. This thing bothers me.

Exercise 17(p. 230)

The sentences below suffer from pretentious language, unclear expression of attitude, missing contractions, or indirect address. Adjust the tone.

- a. Further interviews are a necessity to our ascertaining the most viable candidate.
- b. This project is beginning to exhibit the characteristics of a loser.
- c. We are pleased to tell you that you are a finalist.
- d. Do not submit the proposal if it is not complete.
- e. Employees must submit travel vouchers by May 1.

Exercise 18(p. 230)

These sentences have too few “I” or “We” constructions or too many passive constructions. Adjust the tone.

- a. Payment will be made as soon as an itemized bill is received.
- b. You will be notified.
- c. Your help is appreciated.
- d. Our reply to your bid will be sent next week.
- e. Your request will be given our consideration.
- f. My opinion of this proposal is affirmative.
- g. This writer would like to be considered for your opening.

Exercise 19(p. 234)

The sentences below suffer from negative emphasis, excessive informality, biased expressions, or offensive usage. Adjust the tone.

- a. If you want your workers to like you, show sensitivity to their needs.
- b. By not hesitating to act, you prevented my death.
- c. The union has won its struggle for a decent wage.
- d. The group's spokesman demanded salary increases.
- e. Each employee should submit his vacation preferences this week.
- f. This dude would be an excellent employee if only he could learn to chill out.