

JTCC300 Wordiness Exercise

Each of the following sentences is wordy. Show how you can cut each sentence's wordiness by writing a revised version underneath the original sentence. Explain how your corrections reduce the wordiness of the original sentence. Submit (WebCT) your corrections to your instructor by 5:00 p.m. on the due date.

1. After having completed work on the data-entry problem, we turned our thinking toward our next task, which was the processing problem.

Once the data-entry problem was completed we then worked on the processing problem.

The new sentence gives all the details of the first sentence but without any extra unnecessary information or words.

2. Would you please figure out what we should do and advise us?

Please advise us on what we should do.

This asks the question asked without using so many words.

3. In the event that you cannot attend the meeting, please call my secretary.

If you cannot attend the meeting, please call my secretary.

This did not shorten this sentence too much but it said the same things without adding a lot of flowery words to it.

4. The driver's inability to find our office resulted in a delay in the delivery of the contracts, which had been sent by overnight express.

The overnight express driver could not find our office so our contracts were delivered late.

This sentence gave all the information given in a much more to the point version.

5. We asked for the cooperation of all employees.

We asked that our employees cooperate.

It says the same thing in less words.

6. Our disposal procedure is in conformity with state standards.

Our disposal procedure conforms with state standards.

This is a little more of a concise way of stating this sentence.

7. It would seem to me that the indications are that the project has been essentially unsuccessful.

The indications show that the projects has been unsuccessful.

This gives all the needed information without so many little words in between.

8. The software packages enable the user to create graphic displays with a minimum of effort.

Using little effort the users can create graphic displays with the software package.

This restates in a little more conciseness

9. This manual enables the pilot to perform a landing under any flying conditions.

This manual enables the pilot to land in any conditions.

This is the same sentence without any extra words put in it.

10. Reduction of the size of the tear-gas generator has already been completed.

The tear-gas generator has had a size reduction.

Same information without any extra information.

11. It is on the basis of recent research that I recommend the new software system.

Recent research recommends the new software system.

This restates the first sentence in a simpler way.

12. The implementation of the work plan will be the responsibility of a team of three engineers experienced in these procedures.

Three experienced engineers will be implementing these procedures.

This gives all the same information without saying so many things in between.

13. Marex Corporation is engaged in the development of ink-jet printing equipment and other high-technology products.

Marex Corporation develops ink-jet printing equipment and other high-technology products.

This restates the first sentence without the flowery language.

14. Firemen are required to live in the cities in which they work.

Firemen live in the cities they work in.

This is the same sentence without the extra flowery language.

15. There are several reasons why Jane left the company.

Jane left the company with several reasons.

This is the same sentence reworded.

16. Periodically, the shipping log should be reconciled with the daily billings by the Accounting Department.

The accounting department should reconcile the daily billings with the shipping log periodically.

This sentence didn't really have less words but is reworded differently.

17. No one has been designated to make emergency decisions when the manager is gone.

Emergency decisions cannot be made without the manager there.

This is the same sentence but a little more concise.

18. The steam pressure control must be turned off by the boiler room engineer before any maintenance of the turbine can be undertaken.

The steam pressure control must be turned off before maintenance of the turbine can be done.

This sentence says the same information without any extra information.

19. Surgical equipment must be checked by the support staff assigned to the operating theater at the beginning of their shifts.

Surgical equipment must be checked by the assigned support staff at the beginning of their shifts.

This gives all the same information without any extra language.

20. We must make sure that all of our representatives do not act unprofessionally toward potential clients.

All of our representatives must act professional toward potential clients.

This rewords this sentence using less words and in a little simpler manner.

21. The shipment will not be delayed if Quality Control does not disapprove any of the latest revisions.

If Quality Control approves the latest revisions the shipment will be on time.

This sentence is reworded in a little simpler form.

22. Without an adequate population of krill, the entire food chain of the Antarctic region would be unable to sustain itself.

An adequate krill population is important to the entire Antarctic food chain.

This rewords this sentence without all the flowery information.

(sources: *Technical Writing*, by Paul V. Anderson; *Technical Writing*, by John M. Lannon; *Technical Communication*, by Mary M. Lay, et al.; *Technical Writing*, by Michael H. Markel; *Guide to Technical Editing*, by Anne Eisenberg; *Technical Editing*, by Carolyn Rude)