**Complete Exercises 1-33 a’s only.** NOTE: Pay close attention to what you are being asked to do in each exercise and do only as much revising as is necessary. Take special care to preserve the meaning of the original material. If necessary, invent reasonable details. Pay attention to spelling, grammar, and punctuation in your Revision!

1. Eliminate the sentence fragment.

a. Nine bones from a Pacific walrus that were found in a coffin beneath St. Pancras Railway Station in London.

**Revision:** **Nine bones from a Pacific walrus were found in a coffin beneath St. Pancras Railway Station in London.**

2. Eliminate comma splices.

a. Porsche has won the J. D. Power new-model satisfaction award more than any other carmaker, the German company is expected to win next year, too.

**Revision: Porsche has won the J. D. Power new-model satisfaction award more than any other carmaker. The German company is expected to win next year too.**

3. Eliminate the run-on.

a. A group of US scientists has encoded a 53,000-word book entirely in DNA this means DNA could become a future means of storing large amounts of data.

**Revision: A group of US scientists has encoded a 53,000-word book entirely in DNA. This means DNA could become a future means of storing large amounts of data.**

4. Eliminate ambiguous pronoun references.

a. Kathleen Norris is in charge of analyzing the summer-semester orientation session, which is expected to last five days.

**Revision: Kathleen Norris is in charge of analyzing the summer-semester orientation session. This session is expected to last five days.**

5. Eliminate unclear comparisons.

a. The experiences of children with disabilities differ from adults with disabilities.

**Revision: The experiences of children with disabilities differ from the experiences of adults with disabilities.**

6. Eliminate unclear adjectives.

a. More Latinos in the United States than ever are watching news on English-language, television programs.

**Revision: Latinos in the United States are watching the news on English-language television programs now more than ever.**

7. Maintain subject-verb agreement.

a. Samples from the survey is subject to sampling and non-sampling errors.

**Revision: Samples from the survey are subject to sampling and non-sampling errors.**

8. Maintain pronoun-antecedent agreement.

a. A researcher who has submitted all the IRB forms is still required to submit their proposal to the Research Committee.

**Revision: A researcher who submits all of the IRB forms will still be required to submit their proposal to the Research Committee.**

9. Eliminate incorrect use of tenses.

a. Galileo paid dearly for his belief that the Earth revolved around the Sun.

**Revision: Galileo paid dearly for his belief that Earth revolves around the Sun.**

10. The following sentence might be too long for some readers. Break the sentence into two or more sentences.

a. If we get the contract, we must be ready by June 1 with the necessary personnel and equipment, so with this in mind a staff meeting, which all group managers are expected to attend, is scheduled for February 12.

**Revision: If we get the contract, we must be ready by June 1 with the necessary personnel and equipment. A staff meeting, which all group managers are expected to attend, is scheduled for February 12.**

11. The following example contains choppy, abrupt sentences. Combine sentences to create a smoother style.

a. I need a figure on the surrender value of a policy. The number of the policy is A4399827. Can you get me this figure by tomorrow?

**Revision: I need a figure on the surrender value of policy A4399827, can you get me this figure by tomorrow?**

12. In the following sentence, the real subject is buried in prepositional phrases or obscured by expletives. Revise the sentence so that the real subject appears prominently.

a. There has been a decrease in the number of students enrolled in our training sessions.

**Revision: The student enrollment count in our training sessions has decreased.**

13. In the following sentence, unnecessary nominalization obscures the real verb. Revise the sentence to focus on the real verb.

a. Pollution constitutes a threat to the Matthews Wildlife Preserve.

**Revision: The Matthews Wildlife Preserve is threatened by pollution.**

14. Eliminate nonparallelism.

a. The next two sections of the manual discuss how to analyze the data, the conclusions that can be drawn from your analysis, and how to decide what further steps are needed before establishing a journal list.

**Revision: The next two sections of the manual discuss how to analyze and draw conclusions from the data, and how to decide what further steps are needed before establishing a journal list.**

15. Correct punctuation or pronoun errors related to modifiers.

1. This problem that has been traced to manufacturing delays, has resulted in our losing four major contracts.

**Revision: The loss of four major contracts has been traced to a problem with manufacturing delays.**

16. Eliminate the misplaced modifiers.

a. Over the past three years we have estimated that eight hours per week are spent on this problem.

**Revision: We have estimated that eight hours per week are spent on this problem over the past three years.**

17. Eliminate the dangling modifiers.

a. To examine the chemical homogeneity of the plaque sample, one plaque was cut into nine sections.

**Revision: One plaque was cut into nine sections to examine the chemical homogeneity of the plaque sample.**

18. Revise the informal sentence to make it moderately formal.

a. The biggest problem faced by multimedia designers is that users freak if they don’t see a button—or, heaven forbid, if they have to make up their own buttons!

**Revision: The biggest problem faced by multimedia designers is that users can become confused if they don’t see or have to make their own buttons.**

19. Rewrite the sentence to remove the inappropriate use of passive voice.

a. Mistakes were made.

**Revision: Mistakes have been made.**

20. Revise the sentence by replacing the vague elements with specific information. Make up any reasonable details.

a. The chemical spill in the lab caused extensive damage.

**Revision: There was extensive damage to the lab caused by a chemical spill of Hydrochloric Acid.**

21. Revise the sentence to remove unnecessary jargon.

a. We need to be prepared for blowback from the announcement.

**Revision: We need to be prepared for feedback from the announcement.**

22. Convert the negative construction to a positive construction.

a. Management accused Williams of filing trip reports that were not accurate.

**Revision: Management assumed Williams was the one filing inaccurate trip reports.**

23. General readers might find the following sentence awkward or difficult to understand. Eliminate the long noun strings.

a. The research team discovered a glycerin-initiated, alkylene-oxide-based, long-chain polyether.

**Revision: The research team discovered a polyether with an alkylene-oxide base that is initiated with glycerin.**

24. Eliminate the clichés.

a. If we are to survive this difficult period, we are going to have to keep our ears to the ground and our noses to the grindstone.

**Revision: To survive this difficult period, we must remain alert.**

25. Eliminate the euphemisms.

a. Downsizing our workforce will enable our division to achieve a more favorable cash-flow profile.

**Revision: Downsizing our workforce will enable our division to achieve a more favorable investment.**

26. Eliminate the obvious material.

a. To register to take a course offered by the university, you must first determine whether the university will be offering that course that semester.

**Revision: To register for a university course, you must first determine whether the course will be offered that semester.**

27. Remove meaningless filler.

a. For all intents and purposes, our company’s long-term success depends to a certain degree on various factors that are in general difficult to foresee.

**Revision: Our company’s long-term success depends on various, difficult to foresee, factors.**

28. Remove the redundancies.

a. In grateful appreciation of your patronage, we are pleased to offer you this free gift as a small token gesture of our gratitude.

**Revision: In appreciation of your patronage, we are pleased to offer you this gift as a small token of gratitude.**

29. Eliminate unnecessary prepositional phrases.

a. The complexity of the module will hamper the ability of the operator in the diagnosis of problems in equipment configuration.

**Revision: The module’s complexity will hamper the operator’s ability to diagnose problems in equipment configuration.**

30. Make the sentence more concise.

a. The instruction manual for the new copier is lacking in clarity and completeness.

**Revision: The instruction manual for the new copier is unclear and incomplete.**

31. Eliminate the fancy words.

a. This state-of-the-art soda-dispensing module is to be utilized by Marketing Department personnel.

**Revision: This vending machine is to be utilized by Marketing Department personnel.**

32. Eliminate the sexist language.

a. Each doctor is asked to make sure he follows the standard procedure for handling Medicare forms.

**Revision: Each doctor is asked to make sure they follow the standard procedure for handling Medicare forms.**

33. Eliminate the offensive language.

a. This year, the number of female lung-cancer victims is expected to rise because of increased smoking.

**Revision: This year, the number of female lung-cancer patients is expected to rise due to an increase in smoking rates.**