

## Effective Technical Writing Style Practice

Instructions: Complete the following exercises to enhance your technical writing skills using the principles of clarity, conciseness, and inclusivity.

### Exercise 1: Avoiding Obscure Language

Rewrite the following sentences using simpler language without changing their meaning:

1. The juxtaposition of disparate elements engenders a unique aesthetic appeal.

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2. The utilization of this methodology is inextricably linked with successful outcomes.

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### Exercise 2: Active Voice and Parallel Structure

Revise the following sentences to use the active voice and create parallel structures:

1. The data was analyzed, conclusions were drawn, and recommendations were made by the team.

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2. Our objectives are to streamline processes, cost reduction, and increasing employee productivity.

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### Exercise 3: Avoiding Nominalization

Convert the following nominalized sentences into active, direct sentences:

1. There was a realization of a significant reduction in energy consumption after the implementation of the new HVAC system.

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2. The proposal for the development of a new software application received approval from the management.

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#### **Exercise 4: Sentence Length and Clarity**

Revise the lengthy sentence into clear, concise ones:

Due to the fact that our company is committed to environmentally friendly practices, we have initiated a series of recycling programs, reducing energy consumption in our offices, and encouraging employees to utilize public transportation more frequently.

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#### **Exercise 5: Inclusive Language**

Modify the following sentences to eliminate any potential gender bias:

1. Each employee should bring his own laptop to the workshop.

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2. The programmer must ensure he writes efficient code.

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## **Exercise 6: Editing for Clarity**

**Edit the given paragraph for improved clarity:**

It has come to our attention that the current email system is not functioning correctly. In order to address this issue, a committee meeting will be held next Wednesday to discuss possible solutions. Employees are invited to attend the meeting if they are interested.

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