**Technical and Business Writing**



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***20P-0018***

***Sec BSCS (5A)***

***Assignment # 6***

**REVISING FOR READABILITY (SENTENCE LENGTH)BREAK THE FOLLOWING SENTENCES INTO SHORTER ONES BY ADDING MORE PERIODS, AND REVISE AS NEEDED FOR SMOOTH FLOW:**

**a. The next time you write something, check your average sentence length in a 100-word passage, and if your sentences average more than 16 to 20 words, see whether you can break up some of the sentences.**

When you write next, check the average sentence length in a 100-word passage. If your sentences average more than 16 to 20 words, try breaking some of them up.

**b. Don’t do what the village blacksmith did when he instructed his apprentice as follows: “When I take the shoe out of the fire, I’ll lay it on the anvil, and when I nod my head, you hit it with the hammer.” The apprentice did just as he was told, and now he’s the village blacksmith.**

Avoid the mistake of the village blacksmith who told his apprentice, "When I take the shoe out of the fire, I'll place it on the anvil. When I nod my head, you strike it with the hammer." The apprentice followed the instructions precisely, and he is now the village blacksmith.

**c. Unfortunately, no gadget will produce excellent writing, but using a yardstick like the Fog Index gives us some guideposts to follow for making writing easier to read because its two factors remind us to use short sentences and simple words.**

Unfortunately, no gadget can guarantee excellent writing. However, using a tool like the Fog Index provides guidance for improving readability. Its two factors remind us to use short sentences and simple words.

**d. Know the flexibility of the written word and its power to convey an idea, and know how to make your words behave so that your readers will understand.**

Understand the flexibility of the written word and its ability to convey ideas. Learn how to use your words effectively to ensure your readers' comprehension.

**e. Words mean different things to different people, and a word such as block may mean city block, butcher block, engine block, auction block, or several other things.**

Words have varying meanings depending on context. For example, "block" can refer to a city block, butcher block, engine block, auction block, or several other things.