

1. Go back to your own writing, and read through some earlier assignments that you've completed for this class.
2. **Find 10 sentences** that are not as concise as they should be, making them unclear or hard to read. Copy and paste these sentences into your DB post.
3. **Rewrite each sentence to be more concise.** Remember, you're not changing the information -- just the clarity and directness of the words.

Original₁: “Not only will such an instruction manual will teach and expose its readers to a new area of expertise, it will enhance one’s ability to do a greater amount of beneficial possibilities”

Rewrite₁: This instruction manual will also beneficially affect its readers.

Original₂: “Some of those basic skills could have also been forgotten by individuals who have knitted before but time has passed where those basics might have not be as clear as they were once before”

Rewrite₂: Even experienced knitters could have forgotten those basic knitting skills.

Original₃: “In the field of computer science, there is an area of study focused on data security among computer systems, which the idea of cryptography is based off of”

Rewrite₃: Data security is the basis of cryptography of computer science.

Original₄: “To conclude, creating a technical description document will help provided simplified and beneficial information for its readers to easily understand and further apply to situations of privacy, which will then increase its level security overall”

Rewrite₄: To conclude, a technical description document will provide understandable and useful information that readers can use to help increase levels of security overall.

Original₅: “By taking thorough notes of what did not go so well with the user and instruction manual, great improvements became apparent for the instruction manual itself”

Rewrite₅: The notes I took lead to great improvements of my instruction manual.

Original₆: “By observing a user thoroughly going through the instruction manual, I was able to take into consideration faults and needed improvements to such a document”

Rewrite₆: I realized faults within my document through usability testing.

Original₇: “Presented through the website wikiHow, these set of instructions on how to play the board game, allows interested game players to view these guidelines in a visually appealing virtual online format”

Rewrite₇: On wikiHow, these set of instructions illustrates a visually appealing virtual online format.

Original₈: “A conservation issue would be that the creation of the radio frequency identification chip will have a possible industrial harm on the environment in order to be made”

Rewrites: Environmental harm caused by the creation of the radio frequency identification chip is a conservation issue.

Original₉: “Their resources may have been discussed within their introduction section of the document and they do include their actual data included at the end of the document, but nowhere located throughout the document is it clearly cited where their sources have been collected from”

Rewrite₉: Their resources used are not clearly cited within their document.

Original₁₀: “Based off the visual sections of the chart of actually being images of different types of pie, one’s initial and also would be correct assumption, is that this pie chart is representing a distribution of different types of pie”

Rewrite₁₀: It would be correctly assumed that this pie chart uses images of pie slices and represents a distribution of pie types.