

Streamline Your Sentences

Practice Streamlining Your Sentences

Exercise

This lesson offered three techniques for editing sentences to make them shorter and clearer.

1. Cut unnecessary modifiers.
2. Break the “this and that” habit.
3. Replace “There” and “It” as the subject of the sentence.

Practice what you’ve learned by editing these 10 sentences, then review the answers on the following page. Your edits may be a bit different; as long as your sentences are shorter, that’s OK!

1. Due to the fact that some types of licensing require inspections, it is imperative to allow enough time for us to process your application before you open your business.
2. There are many reasons why the warehouse employee did not wear the protective back brace.
3. It is important for scientists to use plain language, so they can communicate with the public and with one another.
4. The executive summary of the report will highlight key suggestions and recommendations.
5. ABC Corporation has more than 30 years of experience delivering training programs in a variety of sections and modules.
6. During the safety test, the person is actually fully encircled by the protective curtain.
7. It is typical of teachers to remind students on Friday to bring their textbooks to class on Monday.
8. Our company’s market forecast is in very good agreement with economists’ projections.
9. More and more patients are making important medical decisions for themselves instead of deferring to physicians.
10. You may think you’ve completely exhausted your options for finding low-cost housing, but you should consider a rent-to-own agreement.

Answers

1. Because some types of licensing require inspections, you must allow enough time for us to process your application before you open your business.
2. For many reasons, the warehouse employee did not wear the protective back brace.
3. Scientists should use plain language, so they can communicate with the public and with one another.
4. The executive summary of the report will highlight key recommendations.
5. ABC Corporation has more than 30 years of experience delivering training programs in a variety of modules.
6. During the safety test, the person is fully encircled by the protective curtain.
7. Teachers typically remind students on Friday to bring their textbooks to class on Monday.
8. Our company's market forecast agrees with economists' projections.
9. More patients are making important medical decisions for themselves instead of deferring to physicians.
10. You may think you've exhausted your options for finding low-cost housing, but you should consider a rent-to-own agreement.