Writing in Plain Language

with Leslie O'Flahavan



Write Better Sentences: Fix Noun Strings and Smothered Verbs

Exercise

Everyone needs more practice fixing noun strings and smothered verbs, so here are 10 sentences you can edit. For review, the answers are on the next page.

Fix these noun string sentences:

- 1. The flu outbreak fears were reduced when a child health protection efforts calendar was given to school officials.
- 2. Automotive engineers performed additional engine mount equipment safety tests on the redesigned vehicle.
- If local taxpayers want to know how the government is spending their money, community resource information feedback sessions are required.
- 4. New employees would benefit from a retirement fund contribution strategy workshop.
- 5. The architects also submitted their landscape design project blueprint development estimate.

Fix these smothered verb sentences:

- 1. It is the hiring manager's preference to recruit students from local community colleges to apply for entry-level jobs.
- 2. According to the Program Coordinator, it is the intention of the Hiring Committee to give us authorization to complete the project this month.
- 3. The researchers made the assumption that the public health officials would provide documentation of their activities.
- 4. If you are in agreement with our revisions to the contract, please place your signature on the line provided.
- 5. The Golden Skies Resort has worked on preservation of several exotic plants that we have protected on our grounds.

Answers

Fixes for these noun string sentences:

- 1. The flu outbreak fears were reduced when school officials received a calendar showing the efforts that would be taken to protect children's health.
- 2. Automotive engineers performed additional safety tests on the engine mount equipment for the redesigned vehicle.
- 3. If local taxpayers want to know how the government is spending their money, information feedback sessions that explain how community resources will be used are required.
- 4. New employees would benefit from a workshop that would help them develop a strategy for contributing to their retirement fund.
- 5. The architects also submitted their estimate for developing a blueprint for the landscape design project.

Fixes for these smothered verb sentences:

- 1. The hiring manager prefers to recruit students from local community colleges to apply for entry-level jobs.
- 2. According to the Program Coordinator, the Hiring Committee intends to authorize us to complete the project this month.
- 3. The researchers assumed that the public health officials would document their activities.
- 4. If you agree with our revisions to the contract, please sign on the line provided.
- 5. The Golden Skies Resort has preserved several exotic plants that we have protected on our grounds.