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Writing Exercise

**Passive Sentences**

1. *The computer was destroyed by the power surge*

The power surge destroyed the computer.

1. *The worm is caught by the early bird.*

The early bird caught the worm.

**Parallel Structure**

1. *Two reasons to work at McDonald’s are to earn more money and eating a lot of Big Macs.*

Two reasons to work at McDonald’s are to earn more money and to eat a lot of Big Macs.

1. *The six steps to selling are: opening, present the merchandise, handling the product correctly, suggesting a product, record the sale, finalize the sale.*

The six steps to selling are: opening, presenting the merchandise, handling the product correctly, suggesting a product, recording the sale, and finalizing the sale.

**Use of There Are**

1. *There are six basic requirements that a text editor must fulfill.*

A text editor must fulfill six basic requirements.

1. *With more users of the Internet, there should be more traffic generated.*

More traffic is generated with more users of the Internet.

**Nominalization**

1. *For a successful business, the satisfaction of the customer’s needs at a profit must be accomplished by the company.*

For a successful business, the company must satisfy the customer’s needs.

1. *The two workers accomplished the division of the material into two piles.*

The two workers divided the material into two piles.

**Choppiness**

1. *The mouse is optical. It needs a special mouse pad. The pads scratch, When the pad is scratched, the mouse doesn’t work.*

The optical mouse needs a special mousepad, but when it scratches, the mouse doesn’t work.

1. *The computer is an Intel 8080. It is 18 years old. It does not have sufficient RAM. No new programs will run on it. I want a new computer.*

I want a new computer because this is an Intel 8080. It is 18 years old, doesn’t have sufficient RAM, and no new programs run on it.

**Wordiness**

1. *The seven-segment, backlit, LCD PHONE DISPLAY is conveniently located below the company logo and above the multifunction, programmable, soft-plastic KEYPAD.*

The LCD Phone Display is located above the keypad.

1. *Due to the fact that my dog ate my THUMB DRIVE, I was not able to turn in my work on time.*

I was not able to turn in my work on time because my dog ate my thumb drive

**Use of You**

1. *The Docu Data is also an integrated program controlled by menus and commands. However, your flow control is poor.*

The DocuData is an integrated program controlled by menus and commands, however, the flow control is poor.

1. *This completes your discussion of correct usage.*

This completes the discussion of correct usage.