Workbook

**Using Short Sentences - Exercise**

Make your content concise by cutting words that are not necessary. Keep all the necessary detail, but watch out for wordy writing.

Exercise 1

Replace the following with a single word.

1. A large number of
2. Despite the fact that
3. Personal opinion
4. Each and every
5. Has the opportunity to

Exercise 2

Circle the unnecessary words in the following sentences.

1. The creditor must first establish that the debtor is undoubtedly bankrupt.
2. Our main role is to raise money by way of donations in order to fund the works of these charities.
3. Professor Smith was picked by each and every person on the committee.
4. As a matter of fact, Pleasantville has a strong position in the forestry industry.
5. The student needs to obtain high marks in science in order to study medicine.

Exercise 3

Make the following sentences more concise without removing any information.

1. We are working hard so the poor are given the basic essentials to lift themselves out of poverty.
2. Students should make contact with us for help with their future plans prior to the start of semester.
3. It is apparent that the tragedy could have been avoided if the company had talked to workers regarding hazards which existed in the workplace.
4. The total population of the island is 12,046 with the future possibility of 5% growth by 2012.
5. A commerce graduate can leverage knowledge they have acquired in their coursework and apply it to the real world.

**Transitional Words and Phrases - Exercise**

Complete each paragraph by selecting the transition (word or phrase) that best fits in each blank. Do not use the same transition more than once. Some transition words may seem similar in meaning, but your goal is to choose the ones that create the most effective paragraph.

Passage 1:

A vegetarian can be defined as someone who does not eat meat, fish, or other animal products, such as eggs or cheese; 1) \_\_\_\_\_, he or she eats vegetables, fruits, grains, and seeds. 2) \_\_\_\_\_ this diet consists of non-meat food sources, a vegetarian typically consumes less fat and cholesterol than an individual who consumes meat. 3) \_\_\_\_\_, raising animals for food uses valuable land, water, and energy. 4) \_\_\_\_\_, adopting a vegetarian diet helps conserve the valuable resources that our future depends on.

1. a)consequently b)because c)furthermore d)instead e)for example

2. a) Consequently b) Because c) Furthermore d) Instead e) For example

3. a) Consequently b) Because c) Furthermore d) Instead e) for example

4. a) Consequently b) Because c) Furthermore d) Instead e) For example

Passage 2:

5) \_\_\_\_\_ many educators and parents have praised the Harry Potter series, some Christian parents have called for a ban on the books in their schools and libraries. Some churches have even gone as far as burning the books, citing biblical injunctions against witchcraft, 6) \_\_\_\_\_ those in Exodus and Leviticus. 7) \_\_\_\_\_, some Christians believe the books are compatible with Christianity, 8) \_\_\_\_\_, that they embody basic Christian beliefs.

5. a) although b) In addition c) Such as d) However e) Indeed

6. a)although b)in addition c)such as d)however e)indeed

7.a) Although b) In addition c) Such as d) However e) Indeed

8. a) Although b) In addition c) Such as d) However e) Indeed

Passage 3:

Massive energy consumption is having a negative impact on the planet. 9) \_\_\_\_\_, in the summer of 2006, Western Europe experienced some of the hottest weather on record. 10)\_\_\_\_\_\_, this temperature increase is not an isolated occurrence. 11)\_\_\_\_\_, almost every credible scientist today believes that the earth is experiencing climate change due to the emissions of greenhouse gases from cars and coal-burning power plants. Ninety per cent of the energy used in the US comes from fossil fuels, oil, coal, and natural gas (Borowitz 43), 12)\_\_\_\_\_ problems arise from other sources, too (e.g., nuclear power plants leave radioactive by-products, making storage difficult). 13)\_\_\_\_\_\_, dams are not much better, as nearby populations must be relocated, and the surrounding habitat is destroyed.

9.a) In fact b) For example c) Unfortunately d) Moreover e) But

10. a) In fact b) For example c) Unfortunately d) Moreover e) But

11. a) In fact b) For example c) Unfortunately d) Moreover e) But

12. a)in fact b)for example c)unfortunately d)moreover e)but

13. a) In fact b) For example c) Unfortunately d) Moreover e) But

Passage 4:

14) \_\_\_\_\_, studies investigating the pros and cons of single-sex versus coeducation schools have come to public attention, 15)\_\_\_\_\_ the results show some dramatic differences between the genders. 16)\_\_\_\_\_, single-sex schools appear to help girls with their work habits; 17)\_\_\_\_\_, boys achieve a higher success rate in a coeducational system. 18)\_\_\_\_\_, girls seem to work best when communication and co-operation are stressed, 19)\_\_\_\_\_ boys may be more comfortable with individual and competitive styles of learning.

14. a) Whereas b) For example c) By contrast d) Recently e) And f) In other words

15. a) Whereas b) For example c) By contrast d) Recently e) And f) In other words

16. a) Whereas b) For example c) By contrast d) Recently e) And f) In other words

17. a) Whereas b) For example c) By contrast d) Recently e) And f) In other words

18. a) Whereas b) For example c) By contrast d) Recently e) And f) In other words

19.a) Whereas b) For example c) By contrast d) Recently e) And f) In other words

**Rule of three - Exercise**

Question 1: Watch the video of Steve Jobs and write down how he has used the rule of three? What is the learning from this video about concise cogent communication?

Video link: <https://www.youtube.com/watch?v=VHWUCX6osgM>

Question 2: Watch the Video of Ric Elias and note down how he has used the rule of three? What is the learning from this video about concise cogent communication?

Video link: <https://www.ted.com/talks/ric_elias?language=en>

Answer Keys:

*Exercise 1*

1. Many
2. Although
3. Opinion
4. Each, every, all
5. Can, could

Exercise 2

The unnecessary words were in the following phrases. Replace them with the word in brackets.

1. first, undoubtedly
2. by way of donations in order to, the works of
3. and every
4. as a matter of fact
5. to obtain, in order

The rewritten sentences would be:

1. The creditor must show that the debtor is bankrupt.
2. Our main role is to raise money to fund these charities.
3. Professor Smith was chosen by each person on the committee.
4. Pleasantville has a strong position in the forestry industry.
5. The student needs high marks in science to study medicine.

Exercise 3

The sentences can be rewritten as follows:

1. We are working hard to give the poor the basics to lift themselves out of poverty.
2. Before semester starts, students should contact us for help with their plans.
3. It appears the tragedy could have been avoided if the company had talked to workers about workplace dangers.
4. The population of the island is 12,046 with the possibility of 5% growth by 2012.
5. A commerce graduate can apply knowledge from their course to their work.

Exercise 5

1. Answers: d
2. Answer: b
3. Answer: c
4. Answer: a
5. Answer: a
6. Answer: c
7. Answer: c
8. Answer: e
9. Answer: b
10. Answer: d
11. Answer: a
12. Answer: e
13. Answer: c
14. Answer: d
15. Answer: e
16. Answer: b
17. Answer: c
18. Answer: f
19. Answer: a

Question 1:

I am going to tell you three stories…

1. The first story is about connecting the dots
2. The second story is about love and loss
3. The third story is about death

[1] It means to try to tell your kids everything you thought you’d have the next 10 years to tell them in just a few months.

[2] It means to make sure everything is buttoned up so that it will be as easy as possible for your family.

[3] It means to say your goodbyes.

Steve Jobs used appropriate transitions in his speech and that helped him express multiple ideas in a cogent coherent manner

Question 2:

Refer to Ric Elias's video

1. Three things happened at the same time

2. Three things I learnt about my life

1. The first thing ...
2. The second thing...
3. The third thing....

Ric Elias used a 3 part structure

Introduction

Detail

Conclusion

Introduction using a Bang (Imagination Bang)

In the details there were 3 important points that were articulated i.e. Three things I learnt about my life

In conclusion he used recursion - Repeated the key message of the talk again in the end