William Chen, Marisa Fischetti, Ben Wichman, Taylor Rashti WRT 307 – M241

Professor Ellen Fallon October 1, 2020

Ch.10 Professional Style

2. Without altering the meaning of the following sentences, reduce the number of words in them.

* After having completed work on the data-entry problem, we turned our thinking toward our next task, which was the processing problem.
  + After completing the data-entry problem, we turned our thinking towards the processing problem.
* Those who plan federal and state programs for the elderly should take into account the changing demographic characteristics in terms of size and average income of the composition of the elderly population.
  + Those who plan federal and state programs for the elderly should consider the size and average income of the composition of the elderly population.
* Would you please figure out what we should do and advise us?
  + Would you please advise us on what we should do?
* The result of this study will be to make total white-water recycling an economical strategy for meeting federal regulations.
  + The result of the study is to make total white-water recycling to meet federal regulations.

3. Rewrite the following sentences in a way that will keep the related words together.

* This stamping machine, if you fail to clean it twice per shift and add oil of the proper weight, will cease to operate efficiently.
  + If you fail to clean and add oil in the stamping machine, it will cease to operate efficiently.
* The plant manager said that he hopes all employees would seek ways to cut waste at the supervisory meeting yesterday.
  + Yesterday, at the supervisory meeting, the plant manager stated that he hopes all employees would find ways to cut waste.
* About 80 percent of our clients, which include over 1,500 companies throughout North and South America and a few from Africa, where we’ve built alliances with local distributors, find the help provided at our website to be equivalent in most cases to the assistance supplied by telephone calls to our service centers.
  + In North & South America and Africa, where we’ve built alliances with local distributors, about 80 percent of our clients, equivalent to 1,500 companies, find that our web services are as good as the assistance supplied by our call centers.
* Once they wilt, most garden sprays are unable to save vegetable plants from complete collapse.
  + Most garden sprays are unable to protect vegetable plants from complete collapse once they wilt.

4. Rewrite the following sentences to put the action in the verb.

* The experience itself will be an inspirational factor leading the participants to a greater dedication to productivity.
  + The experience will lead participants to a greater dedication to productivity.
* The system realizes important savings in time for the clerical staff.
  + The system saves time for the clerical staff.
* The implementation of the work plan will be the responsibility of a team of three engineers experienced in these procedures.
  + The experienced engineering team will implement the work plan.
* Both pulp and lumber were in strong demand, even though rising interest rates caused the drying up of funds for housing.
  + Both pulp and lumber were in strong demand, although rising interest rates dried up housing funds.

5. Rewrite the following sentences in the active voice.

* Periodically, the shipping log should be reconciled with the daily billings by the Accounting Department.
  + Reconcile the shipping log periodically with the daily billings by the Accounting Department.
* Fast, accurate data from each operating area in the foundry should be given to us by the new computerized system.
  + The new computerized systems should give us fast and accurate data from each operating area.
* Since his own accident, safety regulations have been enforced much more conscientiously by the shop foreman.
  + Since his accident, the shop foreman is enforcing the safety regulations more conscientiously.
* No one has been designated by the manager to make emergency decisions when she is gone.
  + When she is gone, the manager does not designate anyone to make emergency decisions.