

Exercise Ten: Sentence Simplification

Use clues such as prepositions to find places where the following sentences can be reworded and shortened:

1. She is going to order supplies for the party.
2. She organized a meeting during which she consulted with the director.
3. The training gives you the opportunity to increase your skills and abilities in using CMS Lite.
4. I am interested in the topic about which you wrote.
5. There is no current estimate of the number of boxes of records in the possession of the school.
6. A knowledge of correct web style is the duty of all of the writers of the content of this website.
7. The politician responded to the allegations with vehemence.
8. She was disturbed by the violent images in the movie.
9. Their attempt to achieve a reduction in paperwork was unsuccessful.
10. The best outcome for this scenario would be a change in policy.
11. It is imperative that you do not leave the waffle iron belonging to Tom unattended as it has a broken fuse and it could catch fire.

Takeaways/answers on next page.

Exercise Ten Takeaways

Suggested solutions:

1. She will order supplies for the party. (Simplify and activate the verb!)
2. She consulted with the director. (Remove redundant and unnecessary phrases)
3. The training lets you increase your CMS Lite skills. (Simplify sentence form, remove wordy phrases)
4. The topic you wrote about interests me. (Activate the verb, use a conversational tone)
5. We have no current estimate of how many boxes of records the school possesses. (Reduce prepositions)
6. All content writers for this website must know correct web style. (Find hidden verbs, activate the verb, reduce prepositions)
7. The politician responded vehemently to the allegations. (Replace prepositional phrase with adverb)
8. She was disturbed by the movie's violent images. (Use the possessive)
9. Their attempt to reduce paperwork was unsuccessful. (Reveal the hidden verb)
10. The best outcome would be a change in policy. (Remove unnecessary wordy phrases)
11. Don't leave Tom's waffle iron unattended! Its fuse is broken so it could catch fire. (Use contractions, use possessives, split long sentences)

Tips

The following can be signs of passivity - watch for these markers of opportunities to simplify your writing:

- Verbs and nouns ending in "ing"
- Prepositions (is, to, since, than, on, as, at, by, for, after)
- Verbs that use a form of "to be" followed by another verb. Examples:
 - has been painted
 - is going to order
 - is being recorded
 - were regarded