

Name: \_\_\_\_\_

## Revising for Clarity, Conciseness, and Parallelism

**Directions:** Identify the error/s (or areas for improvement) by letter (A through G) and revise the sentence/text for clarity, conciseness, and parallelism.

Provide only one revision. If you write more than one, only the first will be recognized.

You may turn in a hand-written copy in class on Wednesday, or you may upload an electronic copy to the "Assignment Submission" area of Blackboard before class time.

A	<b>Redundancies</b> Revise to eliminate redundancy/redundancies.
B	<b>Clichés/Idioms</b> Revise to eliminate clichés and/or idioms.
C	<b>Plain English/Familiar Words</b> Revise to use plain English and familiar words.
D	<b>Parallelism</b> Revise for parallel construction.
E	<b>Nouning</b> Revise to eliminate nouning and use stronger verbs.
F	<b>Unclear Pronouns</b> Revise for clarity.
G	<b>Unnecessary Sentence Openers/Fillers</b> Revise to eliminate unnecessary openers and/or fillers.

1. The proposal will elaborate on (a) dealing with the public, (b) how to obtain corporate contributions, and (c) the timing of a marketing campaign.

*Error:* \_\_\_\_\_ (Indicate the letter/s that best describe the professional writing tenant through which the sentence can be improved. Write/type letters only. Any additional text will not be considered.)

*Revised Sentence:* (Revise the sentence according to the tenant/s of professional writing you indicated above. One revision only.)

2. Please ascertain whether we must perpetuate our current contract despite perplexing profits.

*Error:* \_\_\_\_\_

*Revised Sentence:*

3. The contract stipulates that management must perpetuate the retirement plan.

*Error:* \_\_\_\_\_

*Revised Sentence:*

4. The committee is expected to monitor timeliness, quality is to be verified, and provide feedback.

*Error:* \_\_\_\_\_

*Revised Sentence:*

5. We have made a decision to accept the contract figures.

*Error:* \_\_\_\_\_

*Revised Sentence:*

6. Jack resents his assistant because he is competitive.

*Error:* \_\_\_\_\_

*Revised Sentence:*

7. Because we don't want to get burned again by a low turnout, we are good to go with rescheduling the meeting from December to sometime in the month of January.

*Error:* \_\_\_\_\_

*Revised Sentence:*

8. He hypothesized that the vehicle was not operational because of a malfunctioning gasket.

*Error:* \_\_\_\_\_

*Revised Sentence:*

9. Candidates must be reliable, creative, and show enthusiasm.

*Error:* \_\_\_\_\_

*Revised Sentence:*

10. The board must give its authorization to the project before we can begin.

*Error:* \_\_\_\_\_

*Revised Sentence:*

11. Because we cannot monitor all cash payments, we must terminate the contract.

*Error:* \_\_\_\_\_

*Revised Sentence:*

12. The proposal will elaborate on (a) dealing with the public, (b) how to obtain corporate contributions, and (c) the timing of a marketing campaign.

*Error:* \_\_\_\_\_

*Revised Sentence:*

13. Customers definitely show a preference for the smaller model.

*Error:* \_\_\_\_\_

*Revised Sentence:*

14. Good listeners do the following:

- a. They usually stop talking.
- b. Remove distractions.
- c. Questions are asked but they must be relevant.

*Error:* \_\_\_\_\_

*Revised Sentence:*

15. In view of the fact that our last presentation bombed, we are at this point in time convinced that we must boil it down to just the most absolutely essential selling points.

*Error:* \_\_\_\_\_

*Revised Sentence:*

16. Being so well known in the computer industry, I would appreciate your advice.

*Error:* \_\_\_\_\_

*Revised Sentence:*

17. There is trash scattered around the company parking lot.

*Error:* \_\_\_\_\_

*Revised Sentence:*

18. We were told that it was the assistant who sent the e-mail.

*Error:* \_\_\_\_\_

*Revised Sentence:*

19. Do not enter the test area while contaminated.

*Error:* \_\_\_\_\_

*Revised Sentence:*

20. There is no one who is better able to lead our team than you.

*Error:* \_\_\_\_\_

*Revised Sentence:*

21. Can you bring about a change in our company travel policy?

*Error:* \_\_\_\_\_

*Revised Sentence:*

22. It is the manager who prepares all departmental reports.

*Error:* \_\_\_\_\_

*Revised Sentence:*