

Practice: Effective Sentences (Clarity, Conciseness, Emphasis) OPTIONAL and UNGRADED – POSSIBLE RESPONSES

1. Each issue of *Hospice Care* has articles from four different perspectives: legislative, health care, hospice administrators, and inspirational authors.

What's "wrong"? PARALLELISM -- the four perspectives aren't parallel

Revision: Each issue of *Hospice Care* has articles from four different perspectives: legislators, health care professionals, hospice administrators, and inspirational authors.

2. The university is one of the largest employers in the community, brings in substantial business, and the cultural impact is also big.

What's "wrong"? PARALLELISM -- three 'things' aren't parallel – impactful cultural center does not fit with "is"

Revision: The university is a major employer, substantial business attraction, and important cultural center.

3. Make sure you double check all elements of your work and keep track of any errors and correct them as soon as you can.

What's "wrong"? PARALLELISM; UNCLEAR PRONOUN -- lack of parallelism; "them" is unclear pronoun

Revision: Double check, keep track of, and correct errors as soon as possible.

4. The customer can utilize the ATM located in the lobby.

What's "wrong"? PLAIN ENGLISH/FAMILIAR WORDS -- use of big, long words when shorter simpler ones will do

Revision: The customer can use the ATM in the lobby.

5. Please do not hesitate to contact me at your earliest convenience should you have any questions that I may be of assistance in resolving.

What's "wrong"? PLAIN ENGLISH/FAMILIAR WORDS – 'businessese,' business jargon

Revision: Contact me if you have questions.

6. Sign and date the contracts and forward same to this office.

What's "wrong"? PLAIN ENGLISH/FAMILIAR WORDS; REDUNDANCY – ‘businessese,’ business jargon, “same” is redundant and businessese

Revision: Sign, date, and send the contracts to this office. OR Sign and date the contracts and forward them to me.

7. Our travel itinerary was created by Rita Inez in the Purchasing Department.

What's "wrong"? PASSIVE/ACTIVE VOICE -- inappropriate passive voice (active would make it shorter)

Revision: Rita Inez in the Purchasing Department created our travel itinerary.

8. For the third year in a row, Perry has been named “Employee of the Year” by the awards committee.

What's "wrong"? PASSIVE/ACTIVE VOICE -- important information at the end

Revision: For the third year in a row, the awards committee named Perry “Employee of the Year.” OR

9. If a customer is dissatisfied with service, it is suggested that employees work with the customer to resolve the situation quickly.

What's "wrong"? PASSIVE/ACTIVE VOICE; “IT IS” SENTENCE FILLER

Revision: We suggest employees work with dissatisfied customers to resolve the situation quickly. OR Employees should work with dissatisfied customers to resolve problems.

10. When you make an evaluation of media buys, take into consideration the demographics of the group seeing the ad.

What's "wrong"? NOUNING

Revision: When you evaluate media buys, consider the demographics of the audience.

11. We provide assistance to clients in the process of reaching a decision about the purchase of hardware and software.

What's "wrong"? NOUNING

Revision: We help clients decide what hardware and software to buy.

12. We maintain the belief that Web ads are a good investment.

What's "wrong"? NOUNING

Revision: We believe Web ads are a good investment.

13. Please perform a thorough evaluation and make a few recommendations about our report.

What's "wrong"? NOUNING

Revision: Evaluate and recommend changes to our report.

14. There is a four year old boy on our block that has an attachment to the neighborhood stray cat.

What's "wrong"? : THERE IS SENTENCE OPENER; NOUNING

Revision: A four year old boy on our block is attached to the neighborhood stray cat.

15. The majority of your semester grade is dependent upon your attendance.

What is the error(s)? (Name or describe the error(s)): Wordy, needs simplified words, should use "better" verbs

Improved Sentence (Revision): Most of your semester grade depends on attendance.

16. Whether or not you get dessert is contingent upon your behavior at the table. Therefore, it is absolutely necessary that you eat all of your green beans.

What is the error(s)? (Name or describe the error(s)): Unnecessary wordiness, unneeded sentence openers, redundancy (absolutely necessary)

Improved Sentences (Revision): Eat your green beans or you won't get dessert.