

Chap17 Assignment 1 to 7

Assignment: (Page 653 to Page 655 of your textbook)

1. Conciseness: Abstract Words
2. Conciseness: Wordy Phrases and Long Words
3. Conciseness: Cliches and There Are/It Is Constructions
4. Sentence Clarity
5. Active and Passive-Voice Verbs
6. Biassed Language
7. Plain English Style

Directions:

To Complete this assignment,

- Include the original sentence,
- Write your correction to the sentence underneath

Assignments

1. Conciseness: Abstract Words

Make the following sentences more concise by replacing abstract nouns with verbs. Other minor changes in wording may be necessary.

- a. Verification of the agreement was indicated by the signing of the contract by members of the M-Global corporate staff.
- b. The inspectors indicated that observation of the site occurred on July 16, 2005.
- c. Negotiation of the final contract was to happen on the day after their arrival.
- d. After three hours of discussion, the branch managers agreed that establishment of a new M-Global mission statement should take place in the next fiscal year.
- e. Assessment of the firm's progress will happen during the annual meeting of the M-Global Board of Directors.
- f. The entire company agreed that classification of employees according to level of education was inappropriate.
- g. Documentation of the results of the lab test appeared in the final report.
- h. Unlike the previous year, this year the disbursement of stock dividends will occur after the annual meeting.
- i. In analyzing the managerial style of the manager, the outside evaluators determined that delegation of authority appeared to be a problem for her.
- j. The financial statement showed that computation of the annual revenues had been done properly.

2. Conciseness: Wordy Phrases and Long Words

Condense the following sentences by replacing long phrases and words with shorter substitutes.

- a. In the final analysis, we decided to place the new pumping station in proximity to the old one.
- b. Prior to commencing the project, they met to prioritize their objectives.

- c. Endeavoring to complete the study on time, Sheila transported the supplies immediately from the field location to the M-Global lab.
- d. During the course of his career, he planned to utilize the experience he had gained in the ambulance business.
- e. His work with the firm terminated due to the fact that he took a job with another, competing firm.
- f. In the event that two clients need a crew in Austin next week, we can give consideration to using the same crew for both projects and lowering travel costs for both clients.
- g. Jim McDuff was not cognizant of the fact that younger employees felt differently than older employees about the expansion of their office building.
- h. To implement the Phoenix asbestos project, we made adjustments in the workload of two engineers so that they could be available to undertake the project in Phoenix.
- i. Subsequent to the announcement he made, he held a news conference for approximately one hour of time.
- j. At this point in time, she had every hope that her annual bonus would afford her family the opportunity to take an additional family vacation.

3. Conciseness: Clichés and There Are/It Is Constructions

Rewrite the following sentences by eliminating clichés and the wordy constructions *there are* and *it is*.

- a. They all agreed that the issue had been discussed repeatedly for the past 10 years; thus they did not want to reinvent the wheel during the current study.
- b. There are many examples of skyrocketing equipment costs affecting the final budget for a project.
- c. It is a fact that most employees at M-Global believe the company has taken a step in the right direction by adding international offices.
- d. Needless to say, it is clear that Karen is looking forward to the three-week vacation.

- e. She explained to her staff that it was as plain as day that they would have to decrease their labor costs.
- f. The prospective client asked for a ballpark figure of the project costs.
- g. Last but not least, there was the issue of quality control that he wanted to emphasize in his speech.
- h. In these modern times today, there are new approaches that college graduates should take to the job search.
- i. Susan ended the meeting by concluding that there were a number of mutually agreeable solutions that could be explored so that the new departments in conflict could peacefully coexist.
- j. It is a fact that our boss ended the meeting about a loss of profits by noting that we are all in the same boat.

4. Sentence Clarity

Improve the clarity of the following sentences by changing sentence structures or by splitting long sentences into several shorter ones.

- a. Therefore, to collect a sample from above the water table, and thus to follow the directions provided by the client, the initial boring was abandoned and the drill rig was repositioned about two feet away and a new boring was drilled.
- b. After capping the soil sample ring with PVC end caps and then notifying all members of the project team, we placed it in a cooler for storage on-site and transportation later to a chemical analytical laboratory.
- c. Based on the geotechnical data obtained from the subsurface exploration program, the results of the percolation testing, and the planned plumbing fixtures, the feasibility of installing a leachfield-type on-site sewage-disposal system was evaluated.
- d. Percolation test #1 was performed approximately 40 feet east of the existing pump house and percolation test #2 was performed near the base of the slope approximately 65 feet west of the pump house, and then the results were submitted to the builder.
- e. We appreciate the opportunity to provide our services on this project and look forward to continuing our relationship with XYZ Trading and Transportation Company when we begin the Zanter Project with your Finance Department next spring.
- f. All of the earth materials encountered in our exploration can be used for trench backfill above manhole and pipe

bedding, provided they are free of organic material, debris, and other deleterious materials, and they are screened to remove particles greater than six inches in diameter.

- g. This study was conducted to identify, to the extent possible, based on available information from the city files and the criteria described in our proposal of June 18, 2008, whether activities near the site may have involved the use, storage, disposal, or release of hazardous or potentially hazardous substances to the environment.
- h. The properties consist of approximately 5,000 acres, including those parcels of Heron Ranch owned by American Axis Insurance Company, the unsold Jones Ranch parcels, the village commercial area, the mobile home subdivisions, two condominium complexes, a contractor's storage area, an RV storage area, a sales office, a gatehouse, open space parcels, and the undeveloped areas for future Buildings 1666, 1503, 1990, and 1910.
- i. Having already requested permits for the construction of the bathhouse, medical center, maintenance building, boat dock, swimming pool, community building, and an addition to the community building, we still need to apply for the storeroom permit.
- j. A report dated May 25, 2007, for the ABC Corporation confirmed that the updated business plan had been completed the previous month, but a new plan had to be submitted by May 25, 2008.

5. Active- and Passive-Voice Verbs

Make changes in active- and passive-voice verbs, where appropriate. Refer to the guidelines in the chapter. Be able to supply a rationale for any change you make.

- a. It was recommended by the personnel committee that you consider changing the requirements for promotion.
- b. No formal report about assets was reported by the corporation before it announced the merger.
- c. The graphs showing the differences in depreciation and interest and the net loss on the investment are shown in Appendix A.
- d. It has been noted by the Department of Environmental Services that the laundry business was storing toxic chemicals in an unsafe location.
- e. The samples from the Scottish Highlands will be sent to M-Global's engineering lab in London.
- f. The violation of ethical guidelines was reported by the commissioner to the president of the association.

- g. No complete equipment inventory has been made by M-Global's Boston office.
- h. It was concluded by the employee committee that M-Global's retirement program needed to be revised.
- i. Dirt brought to the site should be evaluated by the engineer on-site before it is placed in the foundation.
- j. Due to the presence of a good deal of sand at the location, excavations are anticipated by us to be relatively unstable.

6. Biased Language

Revise the following sentences to eliminate biased language.

- a. The company decided to create a more diverse workforce by encouraged the disabled to apply for the management training program.
- b. Although each manager was responsible for his own budget, some managers obviously had better accounting skills than others.
- c. The company policy manual states that each secretary should submit her time card twice a month.
- d. All Hispanic employees are encouraged to attend the workshop about legal requirements for immigrants.
- e. Each flight attendant is required to meet special work standards as long as she is employed by an international airline.
- f. Typically, a new engineer at M-Global receives his first promotion after about a year.
- g. Every worker wonders whether he is saving enough for retirement.
- h. Using these methods to improve the user inteface will make our product more popular among the elderly.
- i. Upon arriving at the site, an M-Global scientist should make immediate contact with his client representative.
- j. [greeting section of a letter] Gentlemen:

7. Plain English Style

Revise the following sentences by applying all the guidelines mentioned in this chapter. When you change passive verbs to active, it may be necessary to make some assumptions about the agent of the action, because the sentences are taken out of context.

- a. Based on our review of the available records, conversations with the various agencies involved, including the

Fire Department and the Police Department, and a thorough survey of the site where the spill occurred, it was determined that the site contained chemicals that were hazardous to human health.

- b. After seven hours at the negotiation table, the union representatives and management decided that the issues they were discussing could not be resolved that evening, so they met the next day at the hotel complex, at which point they agreed on a new contract that would increase job security and benefits.
- c. It is recommended by us that your mainframe computer system be replaced immediately by a newer, more up-to-date model.
- d. After the study was completed by the research team and the results were published in the company newsletter the following month, the president decided to call a meeting of all senior-level managers to discuss strategies for addressing problems highlighted by the research team.
- e. Our project activities can be generally described in this way. The samples were retrieved from the site and then were transported to the testing lab in the containers made especially for this project, and at the lab they were tested to determine their soil properties; the data were analyzed by all the members of the team before findings and conclusions were arrived at.
- f. The old asbestos tile was removed. The black adhesive was scraped off. The floor was sanded smooth. The wood arrived shortly. The floor was installed.
- g. It was suggested by the team that the company needs to invest in modern equipment.
- h. It is the opinion of this writer that the company's health plan is adequate.
- i. Shortly after the last change in leadership, and during the time that the board of directors was expressing strong views about the direction that the company was taking, it became clear to me and other members of the senior staff that the company was in trouble.
- j. Our weed-spraying procedure will have minimal impact on shrubbery that surrounds the building site.