

Exercise 1: Abstract Nouns, Inflated Words, and Redundant Pairs

NAME: _____

Revise the following sentences and passages to eliminate wordiness and increase clarity.

1. The manager announced changes in the plans for the documentation and distribution of our division's software.
2. The full and complete compilation of the total compensation packages will be available for examination tomorrow.
3. Deterioration of the end-product quality control process has led three different Q.C. supervisors to reach a consensus of opinion and make a recommendation about consideration of the possible conversion to an in-process system.
4. The endeavor to expedite the early and preliminary materials handling in the fabrication process should have certain benefits that completely eliminate the bottleneck in the process.
5. It is appropriate that we endeavor to thoroughly and completely ascertain the impact of the departmental allocation of the personnel resources in order to expedite the implementation of the analysis of the future budget plans. When the negative predispositions are completely eliminated, then the positive benefits of the conversion to a flex-time schedule can be identified. Once this is done, department managers can make the determination about which employees are absolutely essential for particular time blocks.