

## Editing for Conciseness

### Exercise 6

a. I have admiration for Professor Jones.

I admire Professor Jones

b. Due to the fact that we have the lowest bid, we won the contract.

Because we have the lowest bid, we won the contract.

We won the contract with the lowest bid.

c. On previous occasions we have worked together.

We have worked together before.

Previously, we have worked together.

d. We have completely eliminated the bugs from this program.

We have eliminated the bugs from this program.

We have eliminated this program's bugs.

e. This report is the most informative report on the project.

This report provides the most information on the project.

This report is the most informative.

f. This offer is the most attractive offer I've received.

This offer is the most attractive one received.

This offer is the most attractive received.

## Exercise 7

- a. There was severe fire damage to the reactor.  
The reactor suffered severe fire damage
- b. There are several reasons why Jane left the company.  
Jane left the company for several reasons.
- c. It is essential that we act immediately.  
We must act immediately.
- d. It has been reported by Bill that several safety violations have occurred.  
Bill reported several safety violations.
- e. This letter is to inform you that I am pleased to accept your job offer.  
I am pleased to accept your job offer.  
With this letter, I am pleased to accept your job offer.
- f. The purpose of this report is to update our research findings.  
This report updates our research findings.  
This report's purpose will be to update our research findings.

### Exercise 8 Avoid Weak Verbs

- a. Our disposal procedure is in conformity with federal standards.  
Our disposal procedure conforms with federal standards.
  
- b. Please make a decision today.  
Please decide today.
  
- c. We need to have a discussion about the problem.  
We need to discuss the problem.
  
- d. I have just come to the realization that I was mistaken.  
I have just realized that I was mistaken.  
I realize I was wrong.
  
- e. Your conclusion is in agreement with mine.  
Your conclusion agrees with mine.  
Our conclusions agree.