Editing for Conciseness

Exercise 9

a. In the event of system failure, your sounding of the alarm is essential.
   If the system fails, the alarm must be sounded.
   If the system fails, you must sound the alarm.

b. These are the recommendations of the chairperson of the committee.
   The committee chairperson makes these recommendations.
   The chairperson recommends these steps.

c. Our acceptance of the offer is a necessity.
   We need to accept the offer.

d. Please perform an analysis and make an evaluation of our new system.
   Please analyze and evaluate our system.

e. A need for your caution exists.
   You need to be cautious.

f. Power surges are associated, in a causative way, with malfunctions of computers.
   Power surges cause computer malfunctions.
Exercise 10

a. Our design must avoid nonconformity with building codes.
   Our design must conform with building codes.

b. Never fail to wear protective clothing.
   Always wear protective clothing.

c. We are currently in the situation of completing our investigation of all aspects of the accident.
   We are investigating the accident.
   We are completing our thorough investigation of the accident.

d. I appear to have misplaced the contract.
   I have lost the contract.

e. Do not accept bids that are not signed.
   Accept only signed bids.

f. It seems as if I have just wrecked a company car.
   I have wrecked a company car.
   I appear to have wrecked a company car.