

## Editing Notebook: Exercises #1 and #2 and #5

### Exercise #1

- a. Janice dislikes working with Claire because **she's** impatient. (ref)  
Because Claire is impatient, Janice dislikes working with her.
- b. Bill told Fred that he was mistaken. (ref)  
Bill told Fred that the mistake was Fred's. ???  
Fred was mistaken, Bill told him.
- c. Only use this phone in a red alert. (mod)  
Use this phone only in the situation of a red alert.  
In a red alert, this phone is the only one to use.  
Use this phone in a red alert only.  
Use only this phone in a red alert.
- d. Just place the dishes back in the cabinets after 8 P.M.  
Return the dishes to the cabinet after 8 P.M.  
After 8 P.M., place the dishes in the back of the cabinet.  
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### Exercise #2

- a. Develop online editing system documentation. (st mod)  
Develop documentation for online editing systems.
- b. I recommend these management performance improvement incentives. (st mod)  
I recommend these incentives for improving management performance.
- c. Our profits have doubled since we automated our assembly line. (wo)  
Since we automated our assembly line, our profits have doubled.
- d. Education enables us to recognize excellence and to achieve it. (wo)  
We recognize and achieve excellence through education.  
Excellence is recognized and achieved through education. ?
- e. In all writing, revision is required. (wo)  
All writing requires revision.
- f. Sarah's job involves fault analysis systems troubleshooting handbook preparation. (st mod)  
Sarah's job involves preparing a handbook on troubleshooting fault analysis systems.

## Exercise #5

### Original:

A smoke-filled room causes not only teary eyes and runny noses but also can alter people's hearing and vision, as well as creating dangerous levels of carbon monoxide, especially for people with heart and lung ailments, whose health is particularly threatened by secondhand smoke.

### Revised:

A smoke-filled room causes not only teary eyes and runny noses, but it also alters people's hearing and vision. It creates dangerous levels of carbon monoxide, especially for people with heart and lung ailments. Second hand smoke threatens these individuals' health in particular.