### Revising for Conciseness Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eliminate wordiness in the following sentences. Look for long lead-ins, redundancies, clichés, noun conversions, needless repetition, and other wordy constructions.

1. This is to inform you that a great percentage of employees are of the opinion that it is preferable to save their money in the event that they may want to retire early.

2. The vice president solicited the directors for their input concerning a request that was made by the manager for information regarding the utilization of teleconferencing.

3. She finally made up her mind to go back to school and work toward the completion of her degree.

4. In spite of the fact that it’s a longer commute, I made the decision to take them up on the job they offered me.

5. The boss said she would return in a short time and deal with the problem in production.

6. The new outlet that will sell sporting goods will be built in close proximity to three major routes of transportation.

7. It is my intention to make a request for a promotion.

8. There have been some complaints on the part of customers who made the statements that their orders were sent to wrong addresses.

9. We have reached the conclusion that because the CEO failed to plan in advance for the price change, the company lost in excess of $3.5 million.

10. I was unable to complete the assembly of the brochures due to the fact that the photocopier broke down.

11. The consultant made a promise that the new instructions for using the software would not be incorrect.

12. Before making a choice of the proposed location for the new offices, we must make an economic assessment of the advantages of a variety of sites available.

13. If you are able to complete this project ahead of schedule, please advise me at your earliest convenience.

14. We do not have the expectation of hiring any new staff members in the foreseeable future.

15. He said that he had made an application to the board in January for a sufficient amount of funds to make a purchase of three computers.

**Revise for Conciseness: Proposed Revisions**

1. Many employees prefer to save their money for early retirement.

2. The vice president asked the directors to comment on the personnel manager’s request for information on using teleconferencing.

3. She finally decided to return to school and complete her degree.

4. Although it’s a longer commute, I decided to accept the job offer.

5. The boss said she would return shortly and deal with the production problem.

6. The new sporting goods outlet will be built close to three major transportation routes.

7. I intend to request a promotion.

8. Some customers complained that their orders were sent to wrong addresses.

9. Because the CEO failed to plan for the price change, the company lost over $3.5 million.

10. I could not finish assembling the brochures because the photocopier broke.

11. The consultant promised that the new software instructions would be correct.

12. Before choosing the new office location, we must assess the economic advantages of various sites.

13. If you can complete this project early, please advise me.

14. We do not expect to hire any new staff members soon.

15. He said that he had applied to the board in January for enough funds to buy three computers.