

Revision Practice: Writing Concisely

Directions: Rewrite the following sentences in the space provided. Your goal is to make the text as clear and concise as possible, using the strategies discussed in class, without altering the meaning of the originals. Suggested revisions are provided on the last page of this handout.

1. We would like to call your attention and to the attention of others in your office to the fact that your report is overdue because the deadline was last Friday. **31 words**
2. The document that you refer back to is not included in the sample documents that go to make up the enclosure. **22 words**
3. The purpose of this memo is to provide a reference for all your staff members of the formats of various documents that go forward by transmission to headquarters. **29 words**
4. The need for reports that have logic and are relevant is still great. **14 words**
5. Your statement in your letter that has the contention that the information submitted and sent to you by us contained certain inaccuracies and errors has prompted us to embark on a careful and thorough reevaluation of the information submitted, with the result that the original informative data has been determined to be accurate and correct in all instances and aspects of the information. **64 words**

6. In the event that some information concerning Mr. Smith should be brought to your attention, it should be forwarded via mail or courier or telephone to us in view of the possibility that the information may reveal any attempt on the part of Mr. Smith to depart from the United States. **52 words**

7. First of all apologies for the delay in commencing the renovation project of your offices which was scheduled to start at the beginning of last month because the costs actually came in over and above the budget for the project, further negotiations had to be negotiated with the various contractors who are doing the work on the project and the extent of the work and the time table had to be reconsidered. **73 words**

Writing Concisely: Possible Answers

These are suggested answers. Your response may be just as good or better!

1. We remind you that your report is overdue. **8 words**
2. The document is not included in the samples. **8 words**
3. This memo describes the formats for documents going to headquarters. **10 words**
4. We need logical, relevant reports. **5 words**
5. As you suggested, we have checked our information and confirmed its accuracy. **13 words**
6. If you get any information about Mr. Smith, please contact us in case he tries to leave the country. **20 words**
7. I apologize for the delay in renovating your offices. The delay has occurred because the costs were higher than we had budgeted for the project. We had to renegotiate with the contractors and reconsider how much work we could afford. **41 words**