

Write Tight

When writing is simple, direct, polite and clear, your message reaches the reader with surprising impact. Work with another student to rewrite the sentences below. Omit the unnecessary words and replace words that make the sentence easier for the reader to understand.

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

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

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

2. 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.

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

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

5. 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.

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

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

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

9. 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.

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