

Delete the unnecessary words.

1. The truth of the matter is that the company was not successful.
2. The judge, who was a distant cousin, set him free.
3. She is a woman who does not usually stumble forward without giving considerable thought to the possible consequences.
4. His cousin, who is somewhat older than he, himself is, will stand a good chance to inherit the entire estate.
5. The fact is, he's finished.
6. His job is a highly demanding one.
7. There is no doubt but that he responded in a highly hasty manner.
8. The reason why is that the Hawthorne control group was shocked out of its complacency by the supervisor's presence.
9. There is no doubt that the jury was right in finding him guilty.
10. Were you aware of the fact that excessive salt produces hypertension?

Note the effect of close editing.

1. The company was not successful.
2. The judge, a distant cousin, set him free.
3. She does not usually proceed without considering the consequences.
4. His older cousin will stand a good chance to inherit the entire estate.
5. He's finished.
6. His job is highly demanding.
7. There is no doubt that he responded hastily.
8. The reason is that the Hawthorne control group was shocked out of its complacency by the supervisor's presence.
9. No doubt the jury was right in finding him guilty.
10. Were you aware that excessive salt produces hypertension?

FIGURE 5.2 Writing Concisely

best writers must edit and rewrite their work again and again, consider this bit of data. Archives hold 119 copies of the final chapter of Ernest Hemingway's *A Fairwell to Arms*.

Writing concisely is not difficult, but it does take time. Noted writer Samuel Johnson once began a letter to a friend by apologizing for writing such a long letter, saying that he would have written a much shorter letter if he had had time. Clarity is achieved through editing, and it does take time. Figure 5.3 shows several sentences being rewritten to achieve clarity. You may wish to cover all columns except the left one and see how much you can improve each sentence.

Original Sentence

It will help if teachers will identify routines that need to be established.

Teacher preparation programs typically spend a great deal of time acquainting prospective teachers with how to teach information.

Such fear may well be a result of a lack of understanding of some ways of preventing problems and responding to them once they do occur.

However, repetition should not be overdone. If it is boring, it can be in.

In general, people who are acknowledged to have a great deal of expertise in a given area exercise considerable influence over others.

Efforts are being taken in nearly every industrialized nation to improve the quality of their schools.

FIGURE 5.3 Good

ful.
out giving con-
ll stand a good
anner.
ocked out of its
lty.
ertension?

quences.
re estate.
out of its com-

n, consider this
Ernest Heming-
e. Noted writer
for writing such
r letter if he had
time. Figure 5.3
ou may wish to
ou can improve

<i>Original Sentence</i>	<i>First Revision (to shorten)</i>	<i>Second Revision (to shorten more)</i>	<i>Third Revision (to make active)</i>
It will help if teachers will identify routines that need to be established.	It will help if teachers will identify necessary routines.		Teachers should identify necessary routines.
Teacher preparation programs typically spend a great deal of time acquainting prospective teachers with how to teach information.	Teacher preparation programs typically spend considerable time acquainting prospective teachers with how to teach.	Teacher preparation programs typically spend considerable time on teaching about methodology.	Most teacher preparation programs emphasize methodology.
Such fear may well be a result of a lack of understanding of some ways of preventing problems and responding to them once they do occur.	Such fear may result from a lack of understanding of ways to prevent problems and respond to them.	Such fear may result from a lack of understanding of ways to prevent and respond to problems.	Not knowing how to prevent and respond to problems can frighten teachers.
However, repetition should not be overdone. If it is boredom can set in.	Repetition should not be overdone. If it is boredom can set in.	Excessive repetition can result in boredom.	Excessive repetition can cause boredom.
In general, people who are acknowledged to have a great deal of expertise in a given area exercise considerable influence over others.	In general, experts in a given area exercise considerable influence over others.	Experts in a given area exercise considerable influence over others.	Experts often influence their peers.
Efforts are being taken in nearly every industrialized nation to improve the quality of their schools.	Efforts are being made by most industrialized nations to improve their schools.		Most industrialized nations are working to improve their schools.

FIGURE 5.3 Good Editing Is a Step-by-Step Process