## **Sentence Rewrites – Keep it Concise!**

*Rewrite each sentence. Count how many words your rewrite is and replace the ? with the number of words.*

|  |  |
| --- | --- |
|  | WORDS |
| He dropped out of school on account of the fact that it was necessary for him to help support his family. (21) |  |
|  | ? |
| Our agency is seeking proposals that would help to reduce the vulnerability and increase capacity of smallholder farmers to adapt to climate variability and climate change in water-stressed regions of developing countries. (32 words) |  |
|  | ? |
| The sculptures were round in shape and of a bright color. (11 words) |  |
|  | ? |
| He did not feel that meeting every week to share status reports and communicate project updates was a wise use of time. (22 words) |  |
|  | ? |
| Scientific writing, because of the use of technical terminology and the complexity of some content, is even more frustrating for the reader when the writing is sloppy. (27 words) |  |
|  | ? |
| It was not long before she was very sorry that she had said what she said. (16 words) |  |
|  | ? |
| Good writing actually depends on certain strategies and processes that basically can be mastered by any particular student willing to put in hard work. (24 words) |  |
|  | ? |
| Consensus of opinion was that the terrible tragedy was avoidable. (10 words) |  |

## **2. Sentence Rewrites – Variety**

*Edit the paragraph below. Make sure to:*

* *Omit needless words;*
* *Vary sentence length; and*
* *Change repetitive language.*

Filter strips are useful tracts of land also commonly referred to as buffer strips. They are small, edge-of-field tracts of vegetated land. Filter strips are useful because they can reduce the contamination of surface water. They can control non-point source pollution. Filter strips can also be used to reduce sediment in storm water runoff.

|  |
| --- |
| (Rewrite it here) |

## **3. Email Rewrites**

Based on what you see as problematic in the email below write a list of your top 5 tips for writing GOOD emails.

