

Exercise: Writing Clear Sentences: Write in Verbal Style

Exercise A

Revise these sentences so that they are shorter and have stronger verbs. Look for noun endings and weak main verbs (e.g., *make, do, have*) or main verbs that are forms of *be*.

1. The police conducted an investigation into the matter.
2. She made a translation of the message.
3. The candidate's appearance before the board was on October 15.
4. During the school year, I made the decision to earn top grades.
5. The performance of the drill by the troops was perfect.
6. The general carried out the coordination of the surprise attack.
7. The chairperson was supportive of the committee's attempt to come to an agreement.
8. The organization has the requirement that all members wear uniforms.

9. The news has made the captain very angry.

10. There were expectations by the governing committee that their report would meet the deadline.

Exercise B

Revise a paragraph from one of your essays so that it is written in verbal style. If you do not have a paper to revise, find a paragraph in a textbook and revise it.
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