

# Exercise 1: Editing

Answer Key in Appendix 2.

### Section I: Being Concise

Eliminate the unnecessary words from the following sentences. The sentences do not have to be rewritten; simply cross out the words that are not needed.

- 1. The contractor did a totally complete job on the renovation.
- 2. The candidates for mayor will conduct a poll of the residents.
- 3. She said the new innovation would save the company money.
- 4. He said the birthday party was an unexpected surprise.
- 5. The police officer tried to calm down the accident victim.

#### Section II: Rewriting Wordy Sentences

Rewrite the following sentences, eliminating unnecessary words and correcting any other errors.

- 1. The mayor said everyone had to co-operate together or someone would file a lawsuit against the city.
- 2. It would appear that the new school mascot, which got a stamp of approval from alumni, will make an appearance at Saturday's game.

- 3. As a matter of fact, some of the tickets were free of charge to the contest winners while other tickets cost the sum of \$50 for handling fees.
- 4. Police claimed the armed gunman was carrying a dangerous weapon when he entered the bank with the underlying purpose of robbing it.
- 5. Local residents said they planned to evacuate in the event that the floodwaters reached the banks of the river and completely destroyed the town.

#### Section III: Using Powerful Verbs

Rewrite the following sentences, using stronger verbs. Also use subject-verb-object (S-V-O) sentence structure.

- 1. The car is in need of a new paint job.
- 2. He was planning to open a restaurant in Moncton.
- 3. The professor was able to interest many students in his classes.
- 4. The preschool nutrition program is set up so that the cost is paid by the province.
- 5. A short circuit in the electrical wiring at the church was the cause of the fire.
- 6. The cost of a ticket for admission to the amusement park is \$25.
- 7. A trip to the beach is what Karen and David are planning for this summer.
- 8. To obtain extra money to pay for university, John has picked up a second job.
- 9. It was suggested by the moderator that the panel participants may want to take a break.
- 10. The reservations she made at the hotel were for three rooms.

## Exercise 2: Vocabulary

Words with different meanings often look or sound similar. As a journalist, you should be familiar with these words and use them correctly. Cross out the wrong words in the following sentences, leaving only the correct ones.

- 1. The mayor (accepted/excepted) the offer from the university board of directors to (aide/aid) the city in its (clean up/cleanup) efforts after the storm.
- 2. The professor (alluded/eluded) to the chapter in the book that mentions that people will (altar/alter) their behaviour if they are (assured/ensured/insured) their efforts will be rewarded.

- 3. The (cite/site/sight) of the new World War II memorial (peaked/peeked/piqued) the interest of many (people/persons) in the neighbourhood.
- 4. (Personal/Personnel) were asked to evaluate their (peers/piers) in regard to (their/ there) job performance.
- 5. She was afraid the club members would (waiver/waver) in defence of their actions when it was determined the (principle/principal) planned to (censure/censor) them for demonstrating in front of the school.
- 6. The restaurant (complemented/complimented) the meal with a delicious (desert/dessert).
- 7. The team's (moral/morale) was higher (than/then) ever after (their/there/its) undefeated season became a reality.
- 8. Police said the car was (stationary/stationery) when the truck (collided with/ struck) it, causing a quite a (cite/sight/site) for passersby.
- 9. The beautiful (weather/whether) was one of the reasons that thousands of Canadians turned out to demonstrate at the (Parliament Buildings/Parliament buildings/parliament buildings).
- 10. The snowstorm during the (assent/ascent) of the mountain peak hampered the rescue workers from reaching the climber who (received/sustained/suffered) a broken leg (due to/ because of) a fall from a ledge.