



POLISH YOUR STYLE

ATTACHMENT #5 POLISH YOUR STYLE

There's always a better way to write it. Any time you rewrite something, you will probably improve it. Try your hand at simplifying the words and phrases listed below.

Write a better sentence

When you rewrite, try to shorten sentences and give them more action. In doing so, consider the context of your article. You may have a different "answer" than we do for the following because you thought of the sentence in a different context than we did. That doesn't mean you're wrong. But your sentence should be easier to read than the original. It should contain an active verb if possible. Active verbs show action. You can find good examples on sports pages (hit, smashed, ran, booted) and in recipes (mix, stir, baste, whip).

Rewrite the following sentences, simplifying them and using action verbs where possible.

Example

Poor: Your consumption of milk should be a quart daily.

Better: Drink a quart of milk daily.

Poor: Strict adherence must be given to safety precautions when using these insecticides.

Better:

Poor: Elimination of these pests calls for a strict insect control program.

Better:

Poor: The right fertilizer must be used for high corn yields.

Better:

Poor: Each pint carton should be labeled, and this label must be recorded on the information sheet for the laboratory.

Better:

Poor: Evaporation of liquid takes place.

Better:

Poor: When an application of wax is made to this surface a brilliance is imparted to it.

Better:

Poor: When application of pressure is employed by the operator, the machine is activated.

Better: