



YOU'RE THE EDITOR: SHORTEN AND SIMPLIFY

ATTACHMENT #7 YOU'RE THE EDITOR: SHORTEN AND SIMPLIFY

Eliminate unnecessary words and phrases in the following statements

- In the year 1963, near the city of Windblow, a man by the name of John Jones was engaged in building a small sized shed for the purpose of storing all his different machinery.
- The reason that he was building this particular shed was because he had previously attended a meeting held in town in the month of September.
- First of all they had talked about he important essentials of machinery care. Then a man had reported to the effect that for some time to come, throughout the whole area, there would be stronger winds than any in the whole of past history.
- From that time on, John doubled up his efforts in order to completely finish his shed before the storms finally began. Among John's neighbors, it was the consensus of opinion that he did not know the basic fundamentals of building, because of the fact that the room was of a round shape.
- Every now and then, during the course of the day, farm workers who were employed by a neighbor shouted comments over the top of the fence.
- "From what is visible to the eye it looks as if he had bisected an organ in two pieces and supported it by means of toothpicks made out of red colored wood," said one.
- "There are many people who say that it cost the sum of \$20,000," said another one. "Nobody else but a new beginner would build such a kind of shed as that."
- When they first began, John still continued working. He appeared to be unaware of them, but as an actual fact he was angry. The workers stayed around for the period of an hour or so until someone or other called them back to work again.
- As a general rule, John's wife brought his lunch at the hour of noon. Today, she arrived late, followed closely behind by their pair of twins.
- The twins seldom cooperated together, and in a short space of time they were both shouting at each other.