

SENTENCE SURGERY

EDITING FOR CONCISE EXPRESSION

Edit these sentences so they are short and clear.

1. We readily recognize the difficult problem presented by this situation, and if it can be otherwise satisfactorily resolved, we would prefer to avoid legal action.
2. If we can be of any further possible assistance in this matter, please advise. We would appreciate being informed of the progress of the solution.
3. All that was left after the fire were timbers that were charred and floorboards that have water stains on them.
4. He arrived at the party given by the Smith's wearing a jacket he had rented.
5. The person who designed that dress must have designed it without giving any thought to the needs of the person who would wear it.
6. While they were outside playing golf, it began to rain so they had to stop and wait for the rain to stop before they could go back outside and finish the golf game.
7. The store sold a type of grapefruit that has no seeds in it at all.
8. Concerning the idea you wrote about in your last letter to us: We think it has considerable merit and do indeed like many of its features and elements. Please send us more information about it, such as more details and complete descriptions.
9. It has been our policy in the past to loan sums of money to builders for the purpose of reconstructing stores that have been damaged. Up to the present time, the total amount of loans outstanding for this purpose is in the range of several million dollars.
10. We are pleased to take the opportunity of this letter to advise you that your article has been accepted by us for publication in the forthcoming issue of our magazine, Inchworms Today.
11. We solicit any recommendations that you might wish to make and you can be assured that any such suggestions will be given our careful consideration.
12. It is the purpose of the written work (when it is written well) to communicate in such a way as to be sure that the people for whom the writing is intended know what you are trying to say.
13. Only if there are no other options left to you should you order a retreat when there is no other solution to your situation.