

ADVANCED WRITING TECHNIQUES

POLISHING YOUR WRITING TECHNIQUES

The following sentences are very much in need of polishing. Rewrite them to eliminate the roughness.

1. Part-time jobs are not available at present, this being our slack season.

2. Where is the hole the mouse escaped through?

3. Vocational counseling is restricted—and suitable—to juniors and seniors only.

4. Dale is as well qualified, if not more so, than any of the new technicians.

5. Some older drivers have little respect or faith in younger drivers.

6. Homeowners' insurance options have been increased, so we can now offer you more complete coverage.

7. We are investigating your demand for replacement of the chairs you claim were damaged when you received them.

8. Never take your eyes off the ball until knocked from the tee.

9. Felix has no understanding or interest in golf.

10. All candidates must file petitions by May 1 and then presenting their platforms on May 15.

11. The training he has received, and will continue to, is well worth the fee he paid.

12. Mrs. Feltman values her position, relations with her staff, and reputation for integrity.

13. A new constitution has been drawn up and new bylaws prepared.

14. Did the manager write the letter or Miss Hill?

15. Craig knew in two more days the news would be released to the press.

16. Situated in the large shopping center, this made it an ideal location for the branch bank.

17. We have not submitted a bid, nor are we going to.

18. The lobby was painted and the corridors renovated.

19. The highest-paid members of our firm are the president, general manager, and comptroller.

20. Gary says you are entirely right and that I am entirely wrong.
