

**Clear Writing
Introduction**

**Practice Exercises And
Answer Key**

by

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Lesson 1

Good writing is clear writing. There are many ways to be unclear. For example, it's confusing when a pronoun could refer to more than one thing.

Try and make these sentences clearer.

Example: Suzy and Sarah didn't go to work because she was sick.

Suzy and Sarah didn't go to work because Suzy was sick.

1. Jim and Steve are arguing about who lost his keys.

2. Minsun or Amber is going to get fired if Kelly reports this to her boss.

3. Jeremy needs to find Mike so he can tell him what's going on.

4. Both Olga and Sasha arrived late but it's OK because she helped her set up.

5. The car hasn't been seen by the radar. It was probably broken.

6. Can you tell Mike or Kevin that their order is ready.

7. There's a great park for eating lunch five blocks away from our building.

8. The combination won't fit any lock we have here. It was probably lost.

9. Go three blocks and when you turn you'll see it.

10. The house was empty and the car was out of gas. I think it was broken into.

Lesson 2

Clear writing demands clear subjects.

Rewrite the sentences to make the subjects clear.

Example: We all know that the days have been going by quickly and they still haven't decided on a vendor.

They still haven't decided on a vendor.

1. It's that time of year and I'm proud to announce that we've achieved all of our sales goals.

2. As you know, we often seem to forget to keep up with some of our smaller clients.

3. We all know that it's been a challenging year, but that doesn't mean we have to give up.

4. The responsibility lies with me in that I was the one given the keys from her.

5. The thing is that after the fight began, there really wasn't much we could do to stop it.

6. It has recently come to my attention that some staff have had difficulty reaching me. I must apologize.

7. More recently, there has been a significant increase, when thinking about special diets in particular, in the demand for organic dairy products, for example lactose free products.

8. There is a lot to get done today.

9. There is a bear in my office.

10. It is very interesting to me that you decided to come in here today.

Lesson 3

Brevity is short and sweet writing. The less you write, the more impactful the words you do write will be.

Make these sentences shorter without changing the meaning.

Example: Please come in the afternoon between 12 and 5 p.m.

Please come in the afternoon.

1. Anyone that might require further training should contact HR by the end of the week.

2. The report is in reference to the new line premiering in New York.

3. In the case of too much red being added, you can balance it with an equal amount of blue prior to beginning to paint.

4. The production of nuts has produced contamination in other snacks being produced in our factory.

5. In the event that you will be arriving after the presentation has had its start, please conduct yourself in a manner that will not be disturbing to other participants at the event.

6. We went to Madison for the purpose of training.

7. Don't look now but you may be looking at five or even ten weeks of working on assignment with Jim.

8. The process of acquiring the necessary skill set for enterprise and business law is an extensive and challenging one.

9. Difficult and challenging events are a part of the job.

10. In order to facilitate our customer's experience, let's send out a survey on their experience at the show.

Lesson 4

Grammar has two sides. The bad is that errors are distracting. The good is that grammar gives you the tools to make your writing clearer.

Fix the errors in these sentences. When possible, change the grammar to increase clarity.

Example: We have attempted your Challenge on Friday.

We attempted your challenge on Friday.

1. Both of they are different organizations.

2. They in charge of the operating in 6FJ.

3. They supported many kinds of fairs include shows in Turkey.

4. Yes, both of they are different organizations and co-operated ones.

5. Apple's power has expanded and stepped on the Asia domain.

6. We just filed the report. After that we went to the bar, not before.

7. Some companies looking for a entry method into Africa.

8. We fix temporarily the air conditioning, but will finish soon.

9. We neither ate there nor paid and left.

10. She ran as if a train.

Lesson 5

Tone is the emotions your writing makes the reader feel.

Rewrite these sentences to add the desired tone.

Example: You need to pay by Friday. (Give it a friendly tone.)

Just needed to remind you that the payment is due Friday. Hope all is well.

1. The order is late. (Give it a polite tone.)

2. We should meet on Tuesday. (Give it a polite tone.)

3. You can't have that item. (Give it a friendly tone.)

4. Reply by Friday. (Give it an formal tone.)

5. This won't work for us. (Give it an offensive tone.)

6. I'll be out of the office today. (Give it a casual tone.)

7. It's a little hard for me to do this right now. (Give it a direct tone.)

Reply to the emails and copy the tone of original email.

8. *Dear Eric!*

How are you? Can we meet on Friday? 😊

Mike

9. *Mindy,*

Will you be available to meet on Friday?

Regards,

Joosik

10. *To Whom It May Concern:*

I am writing in response to the advertised position for a computer programmer. Please find my resume and cover letter attached.

Kind regards,

Muhammad Abbas

Sample Answers

Lesson 1

1. Jim and Steve are arguing about who lost Jim's keys.
2. If Kelly reports this to her boss, Minsun or Amber is going to get fired. It won't matter that they technically work for someone else.
3. Jeremy needs to find Mike so Mike can tell him what's going on.
4. Both Olga and Sasha arrived late but it's OK because Liza helped Sasha set up.
5. The car hasn't been seen by the radar. The radar was probably broken.
6. Can you tell Mike or Kevin that Kevin's order is ready.
7. There's a great park for eating lunch five blocks north of our building.
8. The combination won't fit any lock we have here. The lock was probably lost.
9. Go three blocks and when you turn left you'll see it.
10. The house was empty and the car was out of gas. I think the house was broken into.

Lesson 2

1. I'm proud to announce that we've achieved all of our sales goals.
2. We often forget to keep up with our smaller clients.
3. It's been a challenging year, but that doesn't mean we have to give up.
4. It's my fault. She gave me the keys.
5. After the fight began, there wasn't much we could do to stop it.
6. I'm sorry that I've been hard to reach recently.
7. Thinking about special diets, organic dairy products (such as lactose free products) are significantly more in demand these days.
8. I have to do a lot today.
9. A bear is in my office.
10. I'm interested why you decided to come in here today.

Lesson 3

1. Contact HR by Friday if you need more help.
2. The report is about the new line premiering in New York.
3. If you add too much red, add an equal amount of blue before you start to paint.
4. Making nuts has contaminated other snacks in our factory.
5. Please be quiet if you arrive late.
6. We went to Madison for training.
7. You may working on assignment with Jim for five to ten weeks.
8. Getting the needed skills for business law is a long and hard process.
9. Difficult events are a part of the job.
10. To get better, let's send out a survey to find out what people thought of the show.

Lesson 4

1. They are different organizations.
2. They are in charge of operations on 6FJ.

3. They supported many kinds of fairs, including shows in Turkey.
4. Yes, they are two organizations that cooperate.
5. Apple's power has expanded into Asia.
6. We had filed the report when we went to the bar.
7. Some companies are looking for an entry method into Africa.
8. We are fixing the air conditioning.
9. We neither ate there nor paid before leaving.
10. She ran as if she were a train.

Lesson 5

1. Hey, do you know what's going on with order? It should have been here yesterday.
 2. It'd be great to meet up on Tuesday.
 3. Unfortunately, that item is spoken for.
 4. It is essential that you reply by Friday.
 5. This is simply unacceptable.
 6. Just wanted to remind you I'll be out of the office today.
 7. I can't do this right now.
 8. Dear Mike! I'm doing great. Friday sounds good to beJ□Say, noon? Eric
 9. Joosik, I am available on Friday. What time is good for you? Mindy
 10. Dear Muhammad Abbas. Thank you for your application. We'll be in touch if you're a good fit.
- Kind regards, HR