

## Concision exercises

### 1. Prune the redundancy from these sentences:

1. Critics cannot avoid employing complex and abstract technical terms if they are to successfully analyze literary texts and discuss them in a meaningful way.
2. Scientific research generally depends on fully accurate data if it is to offer theories that will allow us to predict the future in a plausible way.
3. In regard to desirable employment in teaching positions, prospects for those engaged in graduate school level studies are at best not certain.
4. In spite of the fact that the educational environment is a very significant face to each and every one of our children, some groups do not support reasonable and fair tax assessments that are required for providing an educational experience at a high level of quality.
5. Most likely, the majority of all patients who appear at a public medical clinical facility do not expect special medical attention or treatment, because their particular health problems and concerns are often not major and for the most part can usually be adequately treated without much time, effort, and attention.
6. Notwithstanding the fact that all legal restrictions on the use of firearms are the subject of heated debate and argument, it is necessary that the general public not stop carrying on discussions pro and con in regard to them.

### 2. Identify the redundant pairs and modifiers by underlining them in the actual workplace memo below:

During our staff meeting of November 5, 1997, I had an opportunity to discuss my personal and professional feelings and thoughts regarding recent events that surround our government. More specifically, the unpleasant experiences we have had as of late with continuing revelations of mismanagement, political patronage and worse yet, corruption in significant parts of our organization. In the past few weeks, subsequent to extensive media coverage on the pavement/repair contracts at the Water and Sewer Department, I have been approached by our Mayor and Commissioners, members of the media and residents of this community expressing their outrage and dismay at County government. All, without exception, told me (as I expressed to you during this meeting) that they are fed up with the ongoing reports on corruption. Frankly speaking, I too am fed up not only with these revelations but more so with our "business as usual" attitude, our perceived inability to act and the lack of professional and personal concern shown throughout the years for these issues.

While it is evidently clear that events at these departments Seaport, Planning, Development and Regulation and WASD, are not the makings of present management as some would like us to believe, it is also evident that those who throughout the years had oversight responsibilities for these areas failed to act. They are now shedding their responsibility by indulging in hollow rhetoric or pointing the finger in an opposite direction. Let's not fall in this trap. Our job as professional public administrators is to stay above this fray and stay the course by continuing to work to work through these difficult times in a professional manner.

That is what our community and our elected officials expect of us. That is what we must expect of ourselves and what I expect of you. We must say “enough”.

As we discussed, we are all on notice. I expect each of you (and your department management teams) to have a “zero tolerance” attitude towards any factual revelation of mismanagement, malfeasances, misfeasances and public corruption. I will hold departmental management accountable for these instances. In return, you must hold your managers and employees accountable as well. Furthermore, you have my strongest support when taking appropriate actions.

I want to take this opportunity and clarify a major misconception some of us have. We must be cognizant that when it happens at Water and Sewer, Planning Development and Regulation or the Seaport, it is not their problem, but ours. All of us are touched and stained by these unacceptable actions. As I stated, most of the cases I know may not directly be our doing, but we are here now; and it is up to us to make it right, and make it right immediately. At the same time we must not act hastily and capriciously for political expediency; we must be thorough, fair and deliberate in our actions irrespective of the unwarranted criticism to be expected from those with different agendas.

As department directors I asked you to look into your own organizations and to take immediate corrective action if warranted. I expect directors to be aggressive when addressing these issues and ask that you enlist the support of the County Attorney’s Office during these deliberations.

In closing, this community must be assured that we are all committed to the principles of good and responsive government, an open government. As you know I have worked and will continue to work towards this end. I will continue to support, cooperate and bring in outside agencies to help my effort in addressing these issues. It is our responsibility, it is our job. I have confidence we can do it and do it well. We will succeed and will restore the credibility of this government once again.

**2. Where appropriate, change the following negatives to affirmatives. Also, do any additional editing you think useful.**

1. There is no possibility in regard to a reduction in the size of the federal government if reduction in federal spending are not introduced.
2. Do not discontinue this medication unless symptoms of dizziness and nausea are not present for six hours.
3. No one should be prevented from participating in cost-sharing educational programs without a full hearing into the reasons for his or her not being accepted.
4. No agreement exists on the question of an open or closed universe, a dispute about which no resolution is likely as long as a computation of the total mass of the universe has not been done.
5. So long as taxpayers do not engage in widespread refusal to pay taxes, the government will have no difficulty in paying its debts.
6. No alternative exists in this country to the eventual development of tar sand, oil shale, and coal as sources of fuel, if we wish to stop being energy dependent on imported oil fuel.

7. Not until a resolution between Catholics and Protestants in regard to the authority of papal supremacy is reached will there be a start to a reconciliation between these two Christian religions.
8. Except when such expenses do not exceed \$20, the Insured may not refuse to provide the Insurer with all relevant receipts, checks, or other evidence of costs, when request.
9. Employees found in violation of the Company's policy will be subject to disciplinary action, not excluding termination, and non-observance by Consultants and other non-employees will jeopardize their status.

**3. Edit these sentences for both unnecessary metadiscourse and redundancy:**

1. But on the other hand, we can perhaps point out that there may always be TV programming to appeal to our most prurient and, therefore, lowest interests.
2. In this particular section, I intend to discuss my position about the possible need to dispense with the standard approach to plea bargaining. I believe this for two reasons. The first reason is that there is the possibility of letting hardened criminals avoid receiving their just punishments. The second reasons is the following: Plea bargaining seems to encourage a growing lack of respect for the judicial system.
3. Turning now to the next question, there is in regard to wilderness area preservation activities one basic principle when attempting to formulate a way of approaching decision about unspoiled areas to be set aside as not open to development for commercial exploitation.
4. It is my belief in regard to terrestrial-type snakes, an assumption can be made that there is probably none in unmapped areas of the world surpassing the size of those we already have knowledge of.
5. Depending on the particular position that one takes on this question, the educational system has taken on a degree of importance that may be equal to or perhaps even exceed the family as a major source of transmission of social values.