



PART THREE SENTENCE

Effective Sentences (2)

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Contents



Unity (discussed)

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Conciseness

❖ **Methods:**

❖ **(1)remove the unnecessary words/repetition**

❖ **(2)change the sentence structure to make it short**



Conciseness

- ❖ **Faulty:** Mr. Smith usually loves to drink all kinds of wines that are produced in France.
- ❖ **Improved:** Mr. Smith likes French wines.



Conciseness

- ❖ **Faulty:** The factory was close to the point of being at bankruptcy.
- ❖ **Improved:** The factory was almost bankrupt.



Conciseness

- ❖ **Faulty:** The government has decided to improve the living conditions of the people better.
- ❖ **Improved:** The government has decided to improve the living conditions of the people.



Conciseness

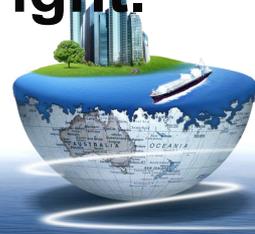
- ❖ He went to Japan by means of a big boat. (by a big boat = by means of a big boat)
- ❖ This book will help you master the basic elements of good writing. (basics of good writing)
- ❖ He has no sense of principles, whether he is in public or in private. (public or private)
- ❖ While they were playing tennis, she started an argument. (during tennis)
- ❖ The novel, which is written in three parts, told a story that took place in the Middle Ages. (The three-part novel told a story set in the Middle Ages)



Conciseness

❖ More Exercises:

- a. If you want to change the outline of your story, that is good. (good)
- b. The accountant does not agree with people using company money that is not pre-authorized. (The accountant disputes with people using unauthorized money.)
- c. When kids do not have discipline at their schools, it means they do not have discipline in the home. (Absence of discipline in the schools reflects absence of discipline in the home)
- d. She sat by, nodding her head to show her approval. (She sat by, nodding her approval)
- e. When you come to the second traffic light, turn right. (At the second traffic light, turn left)



Emphasis

- ❖ **Emphasis requires that the main ideas should be given their due proportion of space and that the most important ideas should be placed either at the prominent beginning or end position, or be arranged in a climax of thought.**
- 1. We always called her old Maggie although she wasn't old really, about forty-seven, or forty-eight.**
- 2. When my father had been wheeled into the recovery room, and the heart monitor and the glucose tubes had been disconnected, I finally relaxed.**
- 3. Inverted Sentence**
 - a. Now comes the chance.**
 - b. Seldom have we felt as comfortable as here.**
 - c. Only in this way can we do the work better.**





Variety

- Faulty:** Jim graduated last summer. He received an engineering degree from his college. He worked in a big company soon after graduation.
- Improved:** After graduating last summer with an engineering degree, Jim soon worked in a big company.(Prep.+ Sub. + Predicate)
- Improved:** An engineering degree-holder, Jim worked in a big company last summer soon after graduation.
- Improved:** Having graduated with an engineering degree last summer, Jim worked in a big company.



Variety

Faulty: At that time, people believed that IQ (intelligence quotient) is obviously the same with intelligence. However, since then, many others have criticized that.

Improved: It was obvious at that time that IQ equals intelligence. Since then, however, many people have criticized the idea.

Improved: The idea that IQ equals intelligence seemed obvious at that time but has come under much criticism.





Thank You !

