

EXERCISE ANSWER KEY SENTENCE STRUCTURE

Review the sentences below and rewrite them to reflect clarity and demonstrate effective sentence structure.

Before: Please be advised that the new database system will be available on the December 1 due date.

Rewrite: The new database system will be available on the December 1.

Before: George Owen, who is the top candidate in our community for mayor, will be speaking in the community center on Tuesday.

Rewrite: George Owen, the top candidate for mayor, will be speaking in the community center on Tuesday.

Before: Last week the vending machine broke down and we had it repaired and it is now working properly.

Rewrite: The vending machine is now working properly.

Before: The Board of Directors meeting, usually held on Thursdays, is now being moved to Mondays.

Rewrite: The Board of Directors meeting is now on Mondays.

Before: In order to ensure the compliance with the legal expectations of our company policy, all must receive training to prevent any issues that could complicate and cause reprimands of staff.

Rewrite: In order to ensure compliance with our company policy, all staff must receive training.

Before: The future site, which was originally chosen in 2008, will be developed this coming Spring 2011.

Rewrite: The future site will be developed in the Spring of 2011.