

**THERE IT ISN'T:
SIMPLE BUT HIGHLY
EFFECTIVE
EDITING
TRICKS**



The fundamental principle of editing:

The fundamental principle of editing:

LESS IS MORE

**The process also
slows you
down and
forces you to think.**

**ACCURACY
IS
EVERYTHING**

**The following words
and phrases often are
tip-offs that editing is
needed.**

NOT

**NOT
AND**

**NOT
AND
HE OR SHE**

**NOT
AND
HE OR SHE
THERE/IT**

**NOT
AND
HE OR SHE
THERE/IT
BY**

NOT

**The request
was not
unreasonable.**

**Not unreasonable?
It also was not...**

out of the ordinary

out of the ordinary

from outer space

out of the ordinary

from outer space

green

out of the ordinary

from outer space

green

under 21

out of the ordinary
from outer space
green
under 21
that of a senior citizen

**WHAT
/S THE
REQUEST?**

**The request
was not
unreasonable.**
**The request
was reasonable.**

The request was not unreasonable.
The request was reasonable.
Most aspects of the request were reasonable; a few were understandably over the top.

The constructor is not trustworthy.

The constructor is not trustworthy.
The constructor is not > 100,000 things. What IS the constructor?

**The constructor
is untrustworthy.**

**The constructor
is untrustworthy,
in my opinion.**

**I told the client representative
that our fee would not be
particularly expensive.**

**I told the client representative
that our fee would not be
particularly expensive.**

**WHAT WOULD
THE FEE BE?**

**I told the client representative
that our fee would be
somewhat inexpensive.**

DANGER

**"Somewhat inexpensive" is a
subjective modifier. Your
"somewhat inexpensive" may be
far from the client
representative's "somewhat
inexpensive." In other words...**

I told the client representative that our fee would be somewhat inexpensive.

WHAT WOULD THE FEE BE?

I told the client representative that our fee would likely be somewhere between \$2,000 and \$2,750.

DANGER

When geoprofessionals state a range, they usually mean the high number (which may be understated), while the client representative only hears the low number; i.e....

I told the client representative that our fee would likely be somewhere between \$2,750 if everything goes perfectly (it probably won't) and \$4,250 if it doesn't.

EXPECTATIONS MANAGEMENT

IS ONE OF THE MOST IMPORTANT SKILLS YOU CAN HAVE. LEARN HOW TO MASTER IT.

I told the client representative that our fee might be as much as \$5,500, but I'd do my best to bring it in for less than that.

**UNDERSTAND
THIS:**

**IT'S NOT JUST A MATTER OF
CONVERTING NEGATIVE TO
POSITIVE. EDITING GIVES YOU
AN OPPORTUNITY TO THINK
THINGS THROUGH AND SAY/DO
THE RIGHT THING.**

**QUIZ
NUMBER
ONE**



1. I'm not opposed to your proposal.

1. I'm not opposed to your proposal.

1. I'm not opposed to your proposal.

WHAT ARE YOU?

1. I'm not opposed to your proposal.

WHAT ARE YOU?

In favor?

1. I'm not opposed to your proposal.

WHAT ARE YOU?

Doubtful. Sounds like
You're on the fence.
If so, say so.

1. I'm not opposed to your proposal.

WHAT ARE YOU?

Doubtful. Sounds like
You're on the fence.
If so, say so.

NICELY.

1. I like many aspects of your proposal;
others need some work.

1. I like many aspects of your proposal; others need some work, in my judgment.

1. I like many aspects of your proposal; others need some work, in my judgment.
2. The course instructor was not a very friendly person.

1. I like many aspects of your proposal; others need some work, in my judgment.
2. The course instructor was not a very friendly person.

1. I like many aspects of your proposal; others need some work, in my judgment.
2. The course instructor was not a very friendly person.

WHAT WAS HE?

1. I like many aspects of your proposal; others need some work, in my judgment.
2. The course instructor was taciturn.

1. I like many aspects of your proposal; others need some work, in my judgment.
2. The course instructor was somewhat taciturn.

1. I like many aspects of your proposal; others need some work, in my judgment.
2. The course instructor was somewhat taciturn.
3. I don't understand why the client representative was not willing to accept my suggestion.

1. I like many aspects of your proposal; others need some work, in my judgment.
 2. Hey! Who just hit me on the back of my head when I wasn't looking?
 3. I don't understand why the client representative was not willing to accept my suggestion.
- WHY DON'T YOU UNDERSTAND?**

1. I like many aspects of your proposal; others need some work, in my judgment.
 2. The course instructor was somewhat taciturn.
 3. I don't understand why the client representative was not willing to accept my suggestion.
- DON'T YOU SPEAK THE LANGUAGE?**

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative was not willing to accept my suggestion.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative was not willing to accept my suggestion.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative was unwilling to accept my suggestion.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative was unwilling to accept my suggestion.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative rejected my suggestion.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative rejected my suggestion.
- 4. The project manager was not able to complete the project when promised.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative rejected my suggestion.
- 4. The project manager was not able to complete the project when promised.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative rejected my suggestion.
- 4. The project manager was unable to complete the project when promised.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
 - 2. The course instructor was somewhat taciturn.
 - 3. For reasons she kept to herself, the client representative rejected my suggestion.
 - 4. The project manager was unable to complete the project when promised.
- WAS IT EVER COMPLETED?**

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative rejected my suggestion.
- 4. The project manager completed the project six days late.

- 1. I like many aspects of your proposal; others need some work, in my judgment.
 - 2. The course instructor was somewhat taciturn.
 - 3. For reasons she kept to herself, the client representative rejected my suggestion.
 - 4. The project manager completed the project six days late.
- WHAT KIND OF DAYS?**

- 1. I like many aspects of your proposal; others need some work, in my judgment.
- 2. The course instructor was somewhat taciturn.
- 3. For reasons she kept to herself, the client representative rejected my suggestion.
- 4. The project manager completed the project six business days late.

5. The project team was not ready to proceed on June 16.

5. The project team was not ready to proceed on June 16.

WHEN WAS IT READY?

5. The project team began the project one week late.

5. The project team began the project one week late.

WHEN?

5. The project team began the project one week late, on June 23.

5. The project team began the project one week late, on June 23.

6. I'm not feeling well today.

5. The project team began the project one week late, on June 23.

6. I'm not feeling well today.

5. The project team began the project one week late, on June 23.

6. I'm feeling ill today.

5. The project team began the project one week late, on June 23.

6. I'm feeling ill today.

HOW?

5. The project team began the project one week late, on June 23.

6. I think I have food poisoning.

5. The project team began the project one week late, on June 23.

6. I think I have food poisoning [and I'm here at the Washington Nationals game looking for my internist].

5. The project team began the project one week late, on June 23.

6. I think I have food poisoning.

7. We were not able to get there at 6:00.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We were not able to get there at 6:00.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We were unable to get there at 6:00.

- 5. The project team began the project one week late, on June 23.
 - 6. I think I have food poisoning.
 - 7. We were unable to get there at 6:00.
- WHEN DID YOU GET THERE?**

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there one hour late.

- 5. The project team began the project one week late, on June 23.
 - 6. I think I have food poisoning.
 - 7. We got there one hour late.
- WHEN DID YOU GET THERE?**

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 7:00; one hour late.

5. The project team began the project one week late, on June 23.
6. I think I have food poisoning.
7. We got there at 7:00; one hour late.

AM OR PM?

5. The project team began the project one week late, on June 23.
6. I think I have food poisoning.
7. We got there at 7:00PM; one hour late.

5. The project team began the project one week late, on June 23.
6. I think I have food poisoning.
7. We got there at 7:00PM; one hour late.

**MANAGE THE RISK
OF MISUNDERSTANDING.**

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 1900 hours; one hour late.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 1900 hours; one hour late.
- 8. I'm not in right now.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 1900 hours; one hour late.
- 8. I'm not in right now.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 1900 hours; one hour late.
- 8. I'm not in right now.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 1900 hours; one hour late.
- 8. I'm out right now.

- 5. The project team began the project one week late, on June 23.
- 6. I think I have food poisoning.
- 7. We got there at 1900 hours; one hour late.
- 8. I'm out right now.

5. The project team began the project one week late, on June 23.
6. I think I have food poisoning.
7. We got there at 1900 hours; one hour late.
8. I'm out now.

5. The project team began the project one week late, on June 23.
6. I think I have food poisoning.
7. We got there at 1900 hours; one hour late.
8. I'm out.

9. I can't speak with you right now. I have to get to the airport.

9. I can't speak with you right now.
I have to get to the airport.

9. I can't speak with you right now.
I have to get to the airport.

**IF YOU CAN'T SPEAK, WHAT
CAN YOU DO...**

9. I can't speak with you right now.
I have to get to the airport.

**REALIZING THAT "I CAN'T
SPEAK WITH YOU RIGHT
NOW" = "YOU'RE
UNIMPORTANT TO ME"?**

9. I have to get to the airport.

9. I have to get to the airport. Walk with me to my car.

- 9. I have to get to the airport. Walk with me to my car.**
- 10. It's not the money: It's the principle.**

9. I have to get to the airport. Walk with me to my car.

10. It's not the money: It's the principle.

9. I have to get to the airport. Walk with me to my car.

10. It's not the money: It's the principle.

WELL, IF IT'S NOT THE MONEY...

9. I have to get to the airport. Walk with me to my car.

10. It's the principle.

9. I have to get to the airport. Walk with me to my car.

10. It's the principle.

THE TRUTH?

9. I have to get to the airport. Walk with me to my car.

10. It's the money.

AND

You need to look at

AND

You need to look at

AND

because it is so often used to connect clauses that can and often should be separate sentences.

**HOW
DO YOU
EAT AN
ELEPHANT?**

DICE IT

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late. Please forgive me.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late. Please forgive me.

Please forgive me for delivering the report late.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late. Please forgive me.

Please forgive me for delivering the report late.

I apologize for delivering the report late.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late. Please forgive me.

Please forgive me for delivering the report late.

I apologize for delivering the report late.

I delivered the report late, and I look forward to your forgiveness.

I delivered the report late. I look forward to your forgiveness.

I delivered the report late. Please forgive me.

Please forgive me for delivering the report late.

I apologize for delivering the report late.

QUIZ NUMBER TWO



- 1. I have enclosed our proposal and I hope you find it effective for your needs.**

1. I have enclosed our proposal and I hope you find it effective for your needs.

1. I have enclosed our proposal. I hope you find it effective for your needs.

1. I have enclosed our proposal. I hope you find it effective for your needs.

2. Thank you very much and have a good day.

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much and have a good day.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good day.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good day.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good two days.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good week.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good month.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good year.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Have a good life.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much.**
- 3. I know we are fortunate to have you on our side and we really appreciate it.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much. Drive carefully.**
- 3. I know we are fortunate to have you on our side and we really appreciate it.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much.**
- 3. I know we are fortunate to have you on our side. We really appreciate it.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much.**
- 3. I know we are fortunate to have you on our side. We really appreciate your assistance.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much.**
- 3. I know we are fortunate to have you on our side. We really appreciate your assistance.**

- 1. I have enclosed our proposal. I hope you find it effective for your needs.**
- 2. Thank you very much.**
- 3. I know we are fortunate to have you on our side. We really appreciate your assistance.**

1. I have enclosed our proposal. I hope you find it effective for your needs.
2. Thank you very much.
3. I know we are fortunate to have you on our side. We really appreciate your assistance.

OVERUSED AND TRITE

1. I have enclosed our proposal. I hope you find it effective for your needs.
2. Thank you very much.
3. I know we are fortunate to have you on our side. We genuinely appreciate your assistance.

1. I have enclosed our proposal. I hope you find it effective for your needs.
2. Thank you very much.
3. I know we are fortunate to have you on our side. We genuinely appreciate your assistance.

4. We can finalize the recommendations only after excavation begins and that will occur in another five weeks.

4. We can finalize the recommendations only after excavation begins and that will occur in another five weeks.

4. We can finalize the recommendations only after excavation begins. That will occur in another five weeks.

4. We can finalize the recommendations only after excavation begins. That will occur in another five weeks.

SLOPPY! SLOPPY! SLOPPY!

4. We can finalize the recommendations only after excavation begins. That will occur in another five weeks.

4. We can finalize the recommendations only after excavation begins. That will occur in another five weeks.

**IT WILL?
YOU GUARANTEE IT?**

4. We can finalize the recommendations only after excavation begins. We expect that will occur in another five weeks.

4. We can finalize the recommendations only after excavation begins. We expect that will occur in another five weeks.

BUT IS THAT WHAT THE CLIENT REPRESENTATIVE WANTS TO KNOW?

4. We can finalize the recommendations only after excavation begins. We expect that will occur in another five weeks and last about one week, weather permitting. We will need an additional three days to finalize our study, assuming we discover more or less what we expect.

4. We can finalize the recommendations only after excavation begins. We expect that will occur in another five weeks and last about one week, weather permitting. We will need an additional three days to finalize our study, assuming we discover more or less what we expect.

4. We can finalize the recommendations only after excavation begins. We expect that will occur in another five weeks and last about one week, weather permitting. We will need an additional three days to finalize our study, assuming we discover more or less what we expect.

4. We can finalize the recommendations only after excavation begins. We expect that will occur in another five weeks and last about one week, if the weather is favorable. We will need an additional three days to finalize our study, assuming we discover more or less what we expect.

5. We performed that study about 12 years ago and no longer have the calculations.

5. We performed that study about 12 years ago and no longer have the calculations.

5. We performed that study about 12 years ago. We no longer have the calculations.

5. We performed that study about 12 years ago. We no longer have the calculations.

INCOMPLETE. WHY?

5. We performed that study about 12 years ago. We no longer have the calculations. We remove them from a file once we are confident they are accurate.

HE OR SHE

**AVOID
HE OR SHE.**

**AVOID
HE OR SHE.
IT USUALLY –
BUT NOT ALWAYS –
IS A
GENERIC REFERENCE.**

**AVOID
HE OR SHE.
IT USUALLY –
BUT NOT ALWAYS –
IS A
GENERIC REFERENCE.

DEAL WITH IT!**

A geoprofessional needs to be familiar with hundreds of conditions. He or she also needs to know how to deal with each.

A geoprofessional needs to be familiar with hundreds of conditions. He or she also needs to know how to deal with each.

A geoprofessional needs to be familiar with hundreds of conditions. He or she also needs to know how to deal with each.

WHY?

A geoprofessional needs to be familiar with hundreds of conditions. He or she also needs to know how to deal with each.

A geoprofessional needs to be familiar with hundreds of conditions. He or she also needs to know how to deal with each.

PLURALIZE

Geoprosessionals need to be familiar with hundreds of conditions. They also need to know how to deal with each.

**Sometimes it's not generic.
While it may be OK to keep
"he or she" in those cases,
eliminating it often gets a
better result.**

**DO NOT USE
S/HE**

**QUIZ
NUMBER
THREE**



1. In our firm, a project manager's first concern is client satisfaction. He or she begins by working with the client to...

1. In our firm, a project manager's first concern is client satisfaction. He or she begins by working with the client to...

1. In our firm, a project manager's first concern is client satisfaction. He or she begins by working with the client to...

1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...

1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...

2. A project manager has a variety of responsibilities. He or she needs to fulfill all of them well.

1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...

2. A project manager has a variety of responsibilities. He or she needs to fulfill all of them well.

1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...

2. A project manager has a variety of responsibilities. He or she needs to fulfill all of them well.

1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...

2. Project managers have a variety of responsibilities. They need to fulfill all of them well.

1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...

2. Project managers have a variety of responsibilities. They need to fulfill all of them well.

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers have a variety of responsibilities. They need to fulfill all of them well.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers have a variety of responsibilities. They need to fulfill them well.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers have a variety of responsibilities. They need to fulfill them well.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers have many responsibilities. They need to fulfill them well.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers have many responsibilities they need to fulfill well.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**
- 3. A project manager has to deal with many ongoing deadlines. He or she has to be nimble.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**
- 3. Project managers have to deal with many ongoing deadlines. They have to be nimble.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**
- 3. Project managers have to deal with many ongoing deadlines. They have to be nimble.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**
- 3. Project managers have to deal with many ongoing deadlines. They have to be nimble.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**
- 3. Project managers must deal with many ongoing deadlines. They need to be nimble.**

- 1. In our firm, project managers' first concern is client satisfaction. They begin by working with the client to...**
- 2. Project managers need to fulfill their many responsibilities well.**
- 3. Project managers must be nimble to deal with their many ongoing deadlines.**

4. I don't know which project manager developed the report. He or she left a lot out.

4. I don't know which project manager developed the report. He or she left a lot out.

4. I don't know which project manager developed the report. He or she left a lot out.

**HOW DO WE GET THAT
POINT ACROSS WITHOUT
THOSE WORDS?**

4. The project manager who developed the report. He or she left a lot out.

4. The project manager who developed the report left a lot out.

4. The project manager who developed the report left a lot out.

5. Whoever developed the plan should have his or her head examined.

4. The project manager who developed the report left a lot out.

5. Whoever developed the plan should have his or her head examined.

4. The project manager who developed the report left a lot out.

5. Whoever developed the plan may be deranged.

THERE/IT

THERE/IT
AS IN

- It is
- There is
- There are
- It was
- There was
- It will be
- There should be

In this situation, "it" and "there" are expletives. They are not pronouns because they lack an antecedent and so don't "stand in" for something else, the way a pronoun does.

**"The machine weighs 40 tons.
It is heavy."**

**"The machine weighs 40 tons.
It is heavy."**

vs.

"It is a nice day today."

**"I like Florida. There is
where the sky is sunny."**

"I like Florida. There is where the sky is sunny."

vs.

"There is a 40% chance of rain today."

There are three people who can do this.

There are three people who can do this.

There are three people who can do this.

There are three people who can do this.

Three people can do this.

There are a number of ways in which this task can be done.

There are a number of ways in which this task can be done.

this task can be done a number of ways in which.

this task can be done in a number of ways which.

this task can be done in a number of ways which.

This task can be done in a number of ways.

This task can be done in a number of ways.

This task can be done in a number of ways.

PASSIVE VOICE

This task can be done in a number of ways.

WHO WILL PERFORM THE TASK?

This task can be done in a number of ways.

**WHO WILL PERFORM THE TASK?
I? YOU? WE?**

This task can be done in a number of ways.

**WHO WILL PERFORM THE TASK?
I? YOU? WE?**

This task can be done in a number of ways.

**ACTIVE VOICE
Subject Verb Object**

This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

We This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

We This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

We can do This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

We can do This task can be done in a number of ways.

ACTIVE VOICE
Subject Verb Object

**We can do this task can be done
in a number of ways.**

ACTIVE VOICE
Subject Verb Object

**We can do this task can be done
in a number of ways.**

**We can do this task can be done
in a number of ways.**

**We can do this task can be done
in a number of ways.**

HOW MANY IS THAT?

**We can do this task can be done
several ways.**

**We can do this task can be done
several ways.**

HOW MANY IS THAT?

We can do this task can be done using any one of seven or eight ways.


We can do this task can be done using any one of seven or eight ways.

We can do this task can be done using any one of seven or eight ways.

We can perform this task can be using any one of seven or eight ways.

We can perform this task can be using any one of seven or eight methods.

**QUIZ
NUMBER
FOUR**



1. There are five explanations.
1. Five explanations exist.

2. It was decided to forgo the testing.
2. Mr. E decided to forgo the testing.

3. It was the right thing to do.
3. Mr. E did the right thing.

4. There were ten days for the project to be completed.
4. Mr. E had ten days to perform the project.

5. There will be bonuses for us this year.
5. We will receive bonuses this year.

6. There would have been serious problems if the report had not been submitted.
6. Failure to submit the report would have caused serious problems.

7. There is really no difference between them.
7. They are essentially the same.

8. It is a good thing that the decision was made when it was.
8. Fortunately, Mr. E decided when he did.

9. There is a chance we will get out of here before tomorrow.
9. We may leave before tomorrow.

10. Is it possible that this quiz is the last of the day?
10. Is this the last quiz of the day?

BY

**BY
OFTEN INDICATES
PASSIVE VOICE.
USE IT SPARINGLY.**

A hill was ascended by Jack and Jill, a pail of water being carried by each. A tripping accident was experienced by Jack; his skull was apparently injured by the fall. A similar accident was experienced by Jill.

The report was mostly written by the project manager.

The report was mostly written by the project manager.

The report was mostly written by the project manager.

WHO DID WHAT?

The report was mostly written by the project manager.

THE PROJECT MANAGER WROTE.

The report was mostly written by the project manager.

SUBJECT VERB OBJECT

The report was mostly written by the project manager.

The project manager

SUBJECT VERB OBJECT

The report was mostly written by the project manager.

The project manager wrote

SUBJECT VERB OBJECT

The report was mostly written by the project manager.

The project manager wrote most of the report.

SUBJECT VERB OBJECT

Consideration is being given to our proposal.

Consideration is being given to our proposal [by someone unknown].

Consideration is being given to our proposal [by someone unknown].
Someone unknown

Consideration is being given to our proposal [by someone unknown].
Someone unknown is considering

Consideration is being given to our proposal [by someone unknown].

Someone unknown is considering our proposal.

Consideration is being given to our proposal [by someone unknown].

Someone is considering our proposal.

For more on the passive voice,
watch
**"The Scientific
Style for Today's
Nonscientific
Readers"**
available at www.asfe.org

Our next webinar is on
PROOFREADING
WE'VE CHANGED THE DATE TO
NOVEMBER 7

Questions?

Just e-mail
john@asfe.org

Thank you!