

Technical Editing Exercise

Rewrite these sentences/paragraphs using **one** or **more** of the following:

- o Reduce wordiness – strike superfluous words
- o Create shorter sentences without losing salient data
- o Reduce or eliminate prepositional phrases
- o Replace state of being verbs when possible
- o Use active voice
- o Add emphasis (appropriate for technical writing)
- o Rewrite for easier scanning (quick reading)
- o Increase Clarity & Concreteness
- o Reduce the use of ‘That’
- o When feasible, write sentence using the “understood You” voice
- o Eliminate redundancy

	Word count	
1.	21	A relational database stores your data in such a way that each table contains only one subject or type of data.
2.	22	For instance, all data pertaining to a piece of equipment is stored in a separate table than data pertaining to personnel information.
3.	21	When these tables are linked together appropriately, they allow you to quickly filter through the database and extract desired data types.
4.	19	Non-entry Data Fields: These are fields that are not available for data entry and will have a gray background.
5.	12	You can access a menu item by using the mouse or keyboard.
6.	17	This process limits the materials that can be issued to a process to those that are authorized.

Directions: Sentences in “blue” are the original sentences. Enter your rewrite in the cell below each sentence, using black or red type ... not blue.

7.	13	This form is designed to track information relevant to all air emission equipment.
8.	19	This level is used to describe the method used in the common activity, e.g. hand wipe, thermal spray, etc.
9.	19	This is a system-generated number that is assigned and inserted into the process code when the record is committed.
10.	18	The tank dimensions and physical characteristics that must be entered into BARM are dependent upon the tank type.
11.	14	The first type of lock is from the filling and emptying of the tank.
12.	24	The content of these hints can range from data entry tips, to elaboration of error messages, to more detailed information for the current record.
13.	15	The active record indicator is used to show the active record in a parent/child association.
14.	13	Within this program, there are areas that are set-up once and used repeatedly.
15.	17	At the top of the form is a location finder that allows you to search for locations.
16.	12	Training requirements based on the work assignment are displayed on the form.

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