EXERCISE 1

Rewrite the underlined fragments to eliminate wordiness and make them more concise. Make the exact number of words indicated in the brackets.

1) In reply to the letter from you... (2)
2) At the moment, we do not have any meetings scheduled. (1)
3) I suggest dividing the programme into two parts: theoretical and practical one. (5)
4) During the theoretical part we will describe... (5)
5) A meeting was scheduled on weekly basis... (5)
6) Another problem that has been revealed was connected with security of the people. (3), (3)
7) Depending on your preference, other projects can also be supported. (3)
8) It has been agreed that the Polish representation will consist of... (2)
9) The copies of ID cards have to be provided. (3)
10) This will be clarified during the next teleconference. (6)
11) ...may lead to their own brands to be more recognizable. (4)
12) ...will need to decrease the funds for the other branches. (4)
13) One of the best solutions to make their own market to be more effective is to launch the cooperation between them and other European military industrial companies (3)
14) We can strengthen the Polish military industry and in consequence enhance the European safety. (2)
15) You can fill it in a completely unanimous way. (1)
16) In spite of the fact that the Polish government... (1)
17) Due to the fact that the modern tanks feature... (1)
18) This strategy has a tendency to promote local warlords. (1)

EXERCISE 2

Eliminate redundant words. Cross them out.

1) We need to cooperate together.
2) This absolutely phenomenal piece of equipment...
3) A liaison officer who is responsible for...
4) A total number of 14 APCs...
5) With the close proximity of...
6) Exactly the same number of soldiers...
7) New innovations will move our industry forward.
8) Let me summarize briefly...
9) There is no doubt that the recent actions...
10) We also have ATM machines inside the base.
11) There are twenty-five companies which have already expressed a desire to join the program.
12) As far as I'm concerned, there is no need for further enhancement of the base.
13) The Ministry is already in the process of reviewing the Memorandum.
14) I suggest that the Coy Cdr should arrive 5 minutes earlier.
ANSWERS:

EXERCISE 1

1) In reply to the letter from you... (2) your letter
2) At the moment, we do not have any meetings scheduled. (1) Currently
3) I suggest diving the programme into two parts: theoretical and practical one. (5) into theoretical and practical part
4) During the theoretical part we will describe... (5) The theoretical part will cover
5) A meeting was scheduled on weekly basis... (5) A weekly meeting was scheduled
6) Another problem that has been revealed was connected with security of the people. (3) (3) Another problem revealed concerned people’s security.
7) Depending on your preference, other projects can also be supported. (3) As you wish
8) It has been agreed that the Polish representation will consist of... (2) We agreed
9) The copies of ID cards have to be provided. (3) must be provided
10) This will be clarified during the next teleconference. (6) The next teleconference will clarify it
11) ...may lead to their own brands to be more recognizable. (4) may make their brands
12) ...will need to decrease the funds for the other branches. (4) the other branches’ budget
13) One of the best solutions to make their own market to be more effective is to launch the cooperation between them and other European military industrial companies (3) their cooperation with
14) We can strengthen the Polish military industry and in consequence enhance the European safety. (2) consequently enhancing
15) You can fill it in a completely unanimous way. (1) unanimously
16) In spite of the fact that the Polish government... (1) Although
17) Due to the fact that the modern tanks feature... (1) Because
18) This strategy has a tendency to promote local warlords. (1) tends

EXERCISE 2

1) We need to cooperate together.
2) This absolutely phenomenal piece of equipment...
3) A liaison officer who is responsible for...
4) A total number of 14 APCs...
5) With the close proximity of...
6) Exactly the same number of soldiers...
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