Name _____ Date _____

Concise Writing: Editing Wordiness and Redundancy in Context

Directions: Read the draft feature. For each question, choose the version of the underlined portion that is concise, correct and true to the writer's meaning, or keep the original if it is already best.

More Than Books: The Lending Shelf

Most people think of the Pell Creek Public Library as a place to borrow books, but a shelf near its back entrance holds something else. Between the copy machine and the magazine racks, patrons can check out a cordless drill, a sewing machine, a pressure washer and even a telescope. The collection, which the library calls the Lending Shelf, began due to the fact that a librarian kept hearing the same question at the front desk.

Marisol, the librarian who manages the shelf, noticed that residents often asked whether anyone in town would lend them a ladder or a saw for a single afternoon. Buying an expensive tool for one small repair seemed wasteful to her, and to many of the people asking. The shelf exists for the purpose of saving residents the cost of tools they would use only once. The library board gave careful consideration to the cost of insuring the items before it approved a small trial, and the first tools arrived last fall.

The rules are simple. Borrowers show the same library card they use for novels and sign a short agreement. Each item can be borrowed for one week and renewed once if no one is waiting for it. Borrowers must return the items back clean and with all of their parts. There are some neighbors who borrow the same pressure washer every spring to clean their porches, and a few students have checked out the telescope for astronomy projects.

Some items rarely stay on the shelf for long. According to Marisol, who is the librarian in charge of running the shelf, the carpet cleaner is borrowed more than any other item. A waiting list keeps the lending fair. It also tells the library which items to buy next. At this point in time, the shelf holds more items than the library has room to display.

The shelf has also become a place to learn. The sewing machine is the shelf's most intimidating item, so a volunteer teaches a free class on using it each month. Residents who have never threaded a needle leave the class with a hemmed pair of pants or a pillow cover they made themselves. Last month one beginner sewed curtains for her first apartment.

Despite the fact that the shelf is small, it has become one of the busiest corners of the building. It reminds visitors that a library can lend more than stories: it can hold whatever a neighborhood needs to share.

1. Which choice for the underlined portion is most concise while keeping the sentence correct and its meaning unchanged?

"The collection, which the library calls the Lending Shelf, began <u>due to the fact that</u> a librarian kept hearing the same question at the front desk."

A. because of

B. because

C. Keep it as written.

D. so

2. Which revision of the underlined portion cuts the most words without creating an error or changing the meaning?

"The shelf exists for the purpose of saving residents the cost of tools they would use only once."

A. Keep it as written.
B. to saving
C. to save
D. in order to save

3. How should the underlined portion read so that the sentence is as direct as possible without losing any of its meaning?

"The library board gave careful consideration to the cost of insuring the items before it approved a small trial, and the first tools arrived last fall."

A. carefully considered
B. ignored
C. gave consideration carefully to
D. Keep it as written.

4. What is the best version of the underlined portion if the sentence should stay concise, correct and complete in its information?

"Each item can be borrowed for one week and renewed once if no one is waiting for it."

A. and renewing once
B. Keep it as written.
C. and renewed one single time
D. and renewed

5. Which wording for the underlined portion avoids redundancy while keeping the sentence correct and its meaning the same?

"Borrowers must return the items back clean and with all of their parts."

A. must return the items
B. Keep it as written.
C. must return back the items
D. may return the items

6. The writer wants this sentence to reach its subject and verb quickly. Which choice for the underlined portion does that without changing the meaning or creating an error?

"There are some neighbors who borrow the same pressure washer every spring to clean their porches, and a few students have checked out the telescope for astronomy projects."

A. Keep it as written.
B. There exist some neighbors who
C. Some neighbors
D. Some of the neighbors who

7. The draft has already introduced Marisol as the librarian who manages the shelf. Which choice for the underlined portion avoids repeating that information without losing anything the sentence needs?

"According to Marisol, who is the librarian in charge of running the shelf, the carpet cleaner is borrowed more than any other item."

A. According to a librarian,
B. Keep it as written.
C. According to Marisol,
D. According to Marisol, who runs the shelf,

8. Which option for the underlined portion keeps the second sentence concise, grammatical and complete?

"A waiting list keeps the lending fair. It also tells the library which items to buy next."

A. tells and informs the library which items to buy next

B. tells the library which items

C. telling the library which items to buy next

D. Keep it as written.

9. Which choice states the time in the underlined portion most concisely without changing the meaning?

"At this point in time, the shelf holds more items than the library has room to display."

A. At this time

B. Now

C. Keep it as written.

D. Then

10. Which version of the underlined portion is correct, clear and concise while keeping every detail the writer intended?

"The sewing machine is the shelf's most intimidating item, so a volunteer teaches a free class on using it each month."

A. Keep it as written.

B. so a volunteer teaches a free class at no cost on using it

C. so a volunteer teaching a free class on using it

D. so a volunteer teaches a class on using it

11. What is the most concise correct choice for the underlined portion that keeps the writer's meaning?

"Despite the fact that the shelf is small, it has become one of the busiest corners of the building."

A. Despite

B. Although

C. Keep it as written.

D. Because