

Editing Samples

The pairs of sentences below illustrate how **skillful editing increases clarity** and **reduces reading time**. Chart at bottom shows that **46% of the words were cut**, but **TOTAL READING TIME WAS REDUCED even further** because the revised sentences are **ALSO easier to comprehend**.

1	ORIGINAL: The workers performing welding on many projects are often required to be certified competent. [14 words] REVISION: Many projects require certified welders. [5 words]
2	ORIGINAL: It is common that detailed drawings be provided by the concrete subcontractor in tilt-up construction. [15] REVISION: The concrete subcontractor usually provides detailed drawings for tilt-up construction. [10]
3	ORIGINAL: Many of the elements of work that install at the rooftop are commonly provided by the sheet metal subcontractor. These elements include: [22] REVISION: The sheet metal subcontractor usually installs these rooftop elements: [9]
4	ORIGINAL: Adequate lead times must be provided to allow for all components to be acquired, prior to the assembly of the mock-up unit. [22] REVISION: Before assembling the mock-up, allow adequate time to acquire all components. [11]
5	ORIGINAL: The project specifications will commonly identify the types of forming materials the architect has determined to be acceptable for use on the project. [23] REVISION: The project specifications usually identify the types of forming materials the architect will accept. [14]
6	ORIGINAL: Care should be taken to allow adequate time for these tests to be conducted. [14] REVISION: Allow adequate time to conduct these tests. [7]
7	ORIGINAL: Failure to secure such progress inspections can lead to an inability to secure manufacturers' warranties on the roofing system. [19] REVISION: Without progress inspections, we may fail to secure manufacturers' warranties on the roofing system. [14]

Pair NUMBER	Number of Words in ORIGINAL Sentences	Number of Words in REVISED Sentences	Total Unnecessary Words Removed	Percentage of Words Cut
1	14	5	9	64%
2	15	10	5	33%
3	22	9	13	59%
4	22	11	11	50%
5	23	14	9	39%
6	14	7	7	50%
7	19	14	5	26%
TOTALS	129	70	59	46%