

PART A – EDITING EXERCISES

SECTION A – REMOVE UNNECESSARY WORDS

Rewrite each sentence to make it shorter, clearer, and more professional.

| Questions | Answers |
|---|---------|
| 1. We are writing to inform you of the fact that your application has been approved. | |
| 2. Please be advised that the meeting scheduled for tomorrow has been postponed. | |
| 3. We would like to take this opportunity to inform you that the requested documents have been received successfully. | |
| 4. Due to the fact that the client did not submit the required files, the process cannot continue. | |
| 5. In the event that you require further assistance, please do not hesitate to contact our office. | |
| 6. Pursuant to your request, we have attached the relevant documents for your reference and review. | |