Chapter 10

Activity 10-1 Improving Your Editing Skills

**Directions:** Edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed.Then, rekey the paragraphs in proper form. Once you have finished, submit the rekeyed copy to your instructor.

writing style refers to the way a writer using language to convey an idea. It reflects the numerus decisions the writer must make regarding word choice and construction of sentences and constructon of paragraphs. The best writing style for business is one that clearly expresses ideas and advancing the writers purpose. writer’s achieve efective style by using clear, and specific words as opposed to vague or pretentious or un-familiar language. Good writers look for fresh clear words to describe, and express ideas while other writing style techniques include varying the length of sentences: changing passive voice to active voice used transitions between ideas and paragraphs and tightning the logic of the message. of course you can strive for effective style as you draft your business documents. However if you are a beginning writer it may be easier to get your ideas on paper first, and concentrate on the style of your document during the revision stage because there are many ways to expres an idea in writing there are no formulas for developing an effective writing style. In fact your unique style of self expression your voice in writing is an important aspect of your style. Creative writers often use the term *voice* to refer to their unique use of language to create a distinctive piece of writeing that reflects they’re individual style. However in Business Writing a practical approach to communication is more important then being creative. you’re goal in business writing is to develop crisp and effective documents that achieve a specific purpose. Consequently business writing requires that you take a more standardized approach to choosing the words sentences and paragraphs that from your messages.