1. Rewrite these sentences to make the actor the subject.

1. Engineering staff made attempts to complete the project.
2. 20 new business will relocate downtown due to the new building.
3. Landowners have made threats due to the trash and mud in the streets caused by unauthorized employees using the lot
4. Product recall has no other alternative.
5. The new product will finish by the deadline if we work together
6. We consign our application by the deadline.

2. Change these sentences from the passive to the active voice.

1. The board of directors approved the merit raises.
2. All members must pay their dues within 90 days.
3. When shipment date is known notify this office.
4. Hotel guests allowed parking on-site.
5. Deficit reduction has been accomplished.
6. The new employee did complete ethics training.

3. Rewrite these sentences to put the action in the verb.

1. We must provide assistance for the three candidates from our district who are running for president, vice president, and senator.
2. Our interview was to begin at 10:00 a.m.
3. The detectives are investigating the burglary that occurred this morning.
4. You will be issued a warrant for your arrest if you fail to pay the fine within 15 days.
5. The team has considered the results of the usability tests
6. We will test new evacuation procedures on May 16, to ensure the safety of all visitors and employees.

4.

1. According to the press release, the outcome of the election changed because of some unfortunate comments about the city manager.
2. However, business owners in the downtown district are suing the developer for faulty foundations and poor street drainage.
3. Water pipes below 20\* F may freeze and burst in old condominiums.
4. Inside your muscles are tiny filaments Myosin and Actin.
5. Muscle is broken down by Creatine phosphate.
6. If your cornea is scratched by dirt Epithelial cells slide over the cornea and patch the injury.

5.

1. Repairs were delayed to the next day, because the clerk couldn’t help with the equipment.
Problems: too wordy, improper sentence structure, indirect.
2. The team did not prepare a satisfactory report, because they didn’t have sufficient time to complete the project.

Problems: Too wordy, starting sentence with because, broken structure

1. The project will begin when the new equipment arrives.
Problems: Passive-voice, indirect, not assertive
2. Before a reinvestigation from the company can be provided a reinvestigation of the employee’s travel expenses by the accounting department is necessary.
Problem: Boring details at the beginning of the sentence don’t catch the reader
3. However, the international branch opening will increase our budget for the new year.
problems: made noun into actor, change structure
4. Sales have increased by 15 percent in our international sales office, located in Germany, China, Canada, and Brazil.
Problems: Drawn out interruption, save boring details for the end of the sentence, refocus on the important information
5. Redesigned car seats have decreased the number of infants killed.
Problem: Passive intro, poor structure
6. Your account updates will be accessible on the Internet in 5 business days.
Problem: didn’t address reader directly, changed five to 5
7. After the staff receives the rest results from the Department of health the water quality reports will be ready, according to the press release.
Problem: Sentence structure flipped, reduced word count

6.

1. Almost everyone has had unpleasant experiences with mosquito bites. Severe skin irritation can occur through an allergic reaction to the mosquito’s saliva; this is what causes the red bump and itching. But a more serious consequence is the transmission of certain diseases, such as malaria, dengue fever, and several forms of encephalitis. Not only do mosquitoes carry diseases that afflict humans, but they transmit several diseases and parasites to which dogs and horses are susceptible. These include dog heartworms and Eastern Equine Encephalitis. There about 200 species of mosquitoes in the United States, all of which live in specific habitats, exhibit unique behaviors, and bite different types of animals. Despite these differences, all mosquitoes share some common traits, such as a four stage life cycle. After the female mosquito obtains a blood meal (male mosquitoes do not bite), she lays her eggs directly on the surface of the stagnant water, in a depression, or on the edge of a container where rainwater may collect and flood the eggs. When the eggs hatch, mosquito larvae, or “wigglers,” emerge. Living in the water, the larvae feed and develop into the third stage of the life cycle, called pupae, or “tumblers.” The pupae also live in the water, but no longer feed. Finally, the mosquitoes emerge from their pupa case and the water as fully developed adults, ready to bite.
2. There are many rules regarding evidence presentation in both civil and criminal trials that the judge must apply in deciding which evidence may be admitted and the form in which it may be admitted. These rules are complicated and not easily understood by the layperson. They have been developed through hundreds of years of experience so that we may have fair and orderly trials. When a question is asked that either attorney believes is in violation of these rules, he or she may object. Therefore, no juror must allow him- or herself to be prejudiced for or against one side or the other based on objection made by an attorney to the introduction of the evidence. A judge’s ruling does not mean that he or she is taking sides. The judge is merely deciding that the law does or does not allow the question or the form of the question to be answered. At times, the jury is excused from the courtroom or the judge speaks to the lawyers about questions of law, beyond the hearing of the jury while questions of law are being discussed. The law provides that certain matters of law be discussed out of the jury’s presence. When a trial is interrupted for these reasons, do not feel that your time is being wasted or that information is being withheld from you. Oftentimes, these hearings expedite the case.
3. Insect repellents are available in various forms and concentrations. Aerosol and spray products are intended for skin applications as well as for treating clothing. When exposure to insects is minimal use a direct skin application of liquid, cream, lotion, spray, or stick products. A higher concentration of the active ingredient may be useful in highly infested areas, or with insects species that are more difficult to repel. Consider nonchemical ways to deter biting insects, such as, screens, netting long sleeves, and slacks.
4. Acid rain looks, feels, and tastes like clean rain. The harm to people from acid rain is not direct. Walking in acid rain, or even swimming in an acid lake, is immediately no more dangerous than walking or swimming in clean water. However, the pollutants (sulfur dioxide [SO2] and nitrogen oxides [NOx]) that cause acid rain also damage human health. These gases interact in the atmosphere to form fine sulfate and nitrate particles that can be transported long distances by winds and inhaled deep into people’s lungs. Fine particles can also penetrate indoors. Scientific studies have identified a relationship between elevated levels of fine particles and increased illness and premature death from heart and lung disorders, such as asthma and bronchitis. Based on health concerns, SO2, and NOx have historically been regulated under the Clean Air Act, including the Acid Rain Program. By lowering SO2 and NOx emissions from power generation, the Acid Rain Program will reduce the levels of fine sulfate and nitrate particles and so reduce the incidence and the severity of these health problems: asthma and bronchitis. Due to decreased mortality, hospital admissions, and emergency room visits, the public health benefits of the Acid Rain Program are estimated to be valued at $50 billion annually when fully implemented.