

Simple, Brief, and Precise
WORKBOOK

**A Set of Writing Exercises Coordinated with
the Chapters and Sections of**

*Simple, Brief, and Precise:
How to Make Your Writing Easily Understood*

by

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Simple, Brief, and Precise WORKBOOK

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DESCRIPTION AND PERSPECTIVE

Pages 1–11 of this WORKBOOK contain the exercises. Pages 12–41 contain solutions to those exercises, along with commentary to help you understand the thinking behind the changes.

Some of the changes shown in the solutions are clear-cut examples of correct versus incorrect. Others show one of several possible ways to improve the writing. A few cases call for such extensive creativity that no two solutions are likely to be the same. Rather than feel obligated to revise each exercise, feel free to simply compare some originals to their corresponding revisions for what insight that offers. **The point of this workbook is not to test you, but rather to help you see and understand as much as possible about the principles of writing elaborated upon in *Simple, Brief, and Precise: How to Make Your Writing Easily Understood*.**

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