**Writing Clearly**

**Titles (Example #1)**

(Original): “A Determination of the Effectiveness of Using Selected Electronic Transfer Technology (Digital Imagery) Through “In-office” and “On-site” Comparisons to Assess Rangeland Conditions as Perceived by Range Extension Specialists in Texas”

Rewrite the title in less than 30 words:

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**Titles (Example #2)**

(Original): “A Path Analysis of the Forces Affecting the Improvement and Implementation of International Agricultural Perspectives in the High School Programs of Agricultural Science as Perceived by Teachers of Agricultural Science in Texas”

Rewrite the title in less than 32 words:

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**State the Purpose**

(Original): “The major purpose in this study was to determine if there were factors that were related to the level of job performance of the Fisheries Extension agents in Taiwan, Republic of China. The population of the study consisted of all 35 Fisheries Extension agents who were employed in January 1988 in Taiwan. Data for the study could be gathered from a total of only 33 individuals.”

Rewrite the statement of purpose in less than 66 words:

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_________________________________________________________
Stating Hypotheses
(Original): There are no significant differences at the .05 level between District 12 agricultural extension agents and the agricultural extension agents in all the other 11 districts of the state about their working and scientific knowledge of the different cultural and management practices used in growing commercially important agronomic food and non food crops that will result in sustainable agriculture being achieved in the state.

Rewrite the hypotheses in less than 64 words:

Composing Sentences (Example #1)
(Original): “Educators, parents, and others who contribute to the development of youth need to be equipped to provide support and opportunities to those at the 5th and 6th grade levels to ensure that youth with math and science competencies pursue careers in related occupations, according to Jensen and McMullen.”

Rewrite the sentence in less than 48 words:
Composing Sentences (Example #2)
(Original): “At this point in time, the thrust of previously conceived objectives presages conclusive outcomes. The input of collateral information from the members of the administrative board present seemed to subordinate what had been the major objective, to a position of insignificant consequence. In view of the outcome that probably would be precipitated by the inputs provided, it was decided to appoint a committee to research the components of the proposition and make a recommendation by July 1.”

(Editor’s wording): “The administrative board had conflicting information and viewpoints about the objectives, changed its mind, and appointed a committee to find an answer and make recommendations by July 1, 1994.”

Using Acronyms in Writing
From the first draft of a master’s thesis: “The FMP was to maintain MSY in accordance with the ICCAT resolution for regulatory measures relative to the LIFL published by NMFS. The NFS began holding meetings to amend FMAs to increase MSYs by changing regulations for LIFL in relation to implementation of binding ICCAT recommendations.”

Fiddling with Figures
“In constant dollars, teachers’ salaries have only increased 6.5 percent since 1976 – far less than inflation.”

(True meaning): “The average classroom teacher’s salary has increased only 6.5 percent since 1976 after being adjusted for inflation.” (Moral to story: Edit!)

State a Question Simply
“What is the static water level setting in feet in your main irrigation well measured from the ground surface either after long term intermittent or after short term sustained pumping at full discharge?”

(Improved forms of the same question)
- “What is the water table measurement in your well after pump drawdown?”
- “What is your water table after pump drawdown?”

Avoid Unnecessary Detail
(From a methodology section in a research report): “All questionnaires were due on March 5. They were sent out in three mailings. The first set was mailed on February 2, the second set on February 3, and the rest of them on February 5. Interviewing of the sample selected not to receive written questionnaires was begun on February 9 after receiving the agreement to do so on February 3rd from the last of the 14 in the interview sample. Interviewing was spread over two weeks because of an ice storm that occurred on February 13, lasted four days, and kept the principal investigator from traveling. The ….”

(What unnecessary material would you remove from the above sentences?)
Common Grammatical Errors

That vs. Who (when writing about people, animals, and things or objects)
General Rule: People = “who,” animals and things = “that.”

Correct: The dog that (not who) had a broken leg was treated by the vet who (not that) had graduated from TAMU. A better sentence might be: The dog with a broken leg was treated by the vet who had…

That vs. Which
General Rule: If a phrase can be removed without destroying or changing the meaning of the sentence, use “which” at the beginning of the phrase, as it probably is parenthetical. Hint #2: If the phrase can be set off by commas, use “which.” Hint #3: If, at first glance, parenthetical phrases change the meaning, intent, or understanding of the sentence if it were deleted from the sentence, use “that” at the beginning of the phrase and do not set it off with commas.

Correct: The committee, which was appointed by the president, completed its task.

Correct: Because the committee that was charged with the responsibility did not complete its task, the president gave the task to the Building and Grounds Committee, which completed the project.

Since vs. Because vs. As
General Rule: Since refers to sequence and time or to a condition that can be placed in time. Because involves cause and effect or a relationship. Do not use “as” if you can use “since,” “because,” or “when” as the latter words are more exact and effective conjunctions. (“As” is correct in the previous sentence, even though “because” would have been stronger.)

Correct: Since it began sleet ing this morning, a layer of ice 1/8” thick has accumulated on cars, power lines, tree branches, and roads.

Correct: Because it sleeted this morning before the temperature rose, ice accumulated on cars, power lines, tree branches, and roads.