

Samples of Before and After Edits

A well-meaning but wordy manager sending an email to all staff:

Before

The purpose of this email is to give you an update and share with you that ALL of the new employee training materials have now been reviewed and revised. We appreciate everyone's support to ensure a successful outcome and ultimately give value to our customers. Thanks to the dedication of the team members they have made sure that we have a great foundation from which to build training material and get us to the point that new employees know what they need to do and how. Please don't hesitate to contact me if you'd like any more detail.

After

I'm writing to let you know that we have completed our revision of the training material for new employees. A big thanks to the team who have worked hard to complete this project! Please contact me if you'd like more detail.

A stuffy email from the health and safety supervisor to the store managers:

Before

Through the review carried out recently of Employee and Customer Injuries, it has come to our attention that slips and falls have been one of the largest contributors to customer and employee injuries within our stores. Wet floors have been the root cause of these incidents. Moving forward, it is very important that you take the necessary steps to ensure your store's floors are dry and safe to minimize the opportunity for further injuries.

After:

We have recently reviewed employee and customer injuries in our stores and have determined that wet floors are mainly responsible for these incidents. Please ensure all floors are dry to reduce the risk of further injuries from slips and falls.

A bio that does not reflect its owner well:

Before

Grace stands on over 20 years of professional administration experience. Her expertise in data management, corporate event planning, and executive scheduling has been gained through domestic and international responsibilities. With a penchant for customer satisfaction, her expertise is delivered to every client either via conversation or the assurance of contractual responsibilities. Grace delivers a sense of accuracy and urgency in her daily tasks while participating in community minded events like the Walk for Peace campaign.

After

With more than 20 years of professional administration experience, Grace has extensive experience in data management, corporate event planning, and executive scheduling acquired through domestic and international experience. She prides herself on customer satisfaction whether it be a conversation or a contractual responsibility. Her professionalism extends to her community activities such as her participation in the Walk for Peace Campaign.

A non-native speaker who needs a little help with clarity and structure:

Before

Bizco is experiencing increasing severity of copper theft from their substations, and options to curtail the problem are of interest to them. Theft deterrent cable has already been adopted by them in their distribution and transmission power lines with very good success, and application to their substations could be possible.

After

Bizco has noticed that more copper is being stolen from its substations and is looking for a solution. The company has been successfully using theft deterrent cable in its distribution and transmission power lines. Perhaps this theft deterrent cable could be used in its substations.