

Exercise #2

Cut and Cut Again

In this exercise, we will simplify the invitation to participate in a community survey.

Cut the following text down to 50 words or less.

“The following survey is designed to provide us with information that will help to improve library service and make it more relevant to your needs. Please choose your answers from the drop down menus below. This user satisfaction survey should only take you five or minutes at the most to complete.

At the bottom of the survey form you can choose to leave your name, address, and a telephone number. If you choose to leave your name and number, you may be contacted in the future by a member of the committee to participate in a more detailed survey to help us improve library service.

If you have any comments or concerns that will require a response, please contact customer service.” (120 words)