

Avoid Buried Verbs for Conciseness

Suggested Revisions

1. Our business cannot succeed unless we immediately **reduce** overhead expenses.
2. Did anyone actually **analyze** every department's expense items?
3. After examining current expenses, management has **concluded** that our budget is already trim.
4. Nevertheless, our directors insist that we **act** immediately to slash the budget.
5. As a result, the CEO is **considering** an extensive study of all employee Internet **use**.
6. Department heads must **determine** what costs are essential and what they can trim.
7. We hope that departments will **collaborate** with other departments to **combine** selected services.
8. We have **estimated** possible savings of several hundreds of thousands of dollars.
9. **By generating** cost-saving programs, the company should see a significant decline in expenses.
10. Once our departments **agree to combine** selected services, we can move forward with a trimmer budget.