

Removing To Be

1. Circle every occurrence of *to be*
2. Look for the real action
3. Pick a strategy to revise the sentence:
 - a. Delete the unnecessary words
 - b. Check for replacement words (avoid *exist* and *become*)
 - c. Combine with another sentence
 - d. Rewrite the whole sentence

Improve the following sentences:

There are a large number of people who find this service helpful.

The proposed filing system is a combination of filing systems from several accounting offices.

Frank will be twenty-one on Monday.

The projects were revised.

I am employed by Fred's Landscaping. And I am in charge of hiring the concrete workers.

The most important items to bring to camp are:

- toothbrush/toothpaste
- deodorant
- Dr. Scholl's Foot Powder

It is raining.

These two people were our primary sources of information.