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Identify the action -Revise your sentence to focus on the action- subject-verb-object, remove prepositional phrases  
-Calculate the load factor of your revision: # of words in original - # of words in revision ÷ the number of words in the original. Opening. Slow openings delay and weaken the main action verb.

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Verbalize the desired action: The first suggestion that Lanham gave in his book "Revise Business Prose" is, " Ask your self 'who's kicking who?' Then put this action into a simple active verb."

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In this study, I examine two writing samples using a heuristic based on Richard A. Lanham's definition of bureaucratic writing in *Revising Business Prose*: noun-centered, abstract, passive-voiced, dense, and vague. I apply a heuristic to bureaucratic writing to see if Lanham's definition holds and if the writing aids or hinders the information flow necessary to democracy.

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