

Exercise #2

Rewording Library Jargon and Cut, Cut, Cut for Clarity

In this exercise you will think of words that are layperson-friendly to replace library jargon and you will practice editing for better clarity with fewer words.

Instructions: Find a word to replace the word in the “instead of” column.

Instead of:	Try:
Reference	
Circulation	
Young Adult	
Pathfinder	
Keyword	
OPAC	
Readers Advisory	
Technical Services	
Journal	
Database	

BONUS

Instructions 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)