**Practice**

*Tightening Sentences*

Using proper copy-editing symbols, tighten the following sentences, making sure you don't change the meaning.

1. His use of metaphors is effective.
2. He knew he was weak in the area of grammar.
3. The field of medicine was fascinating to her.
4. The man ran down the street with his briefcase in hand.
5. It was her mind that he admired.
6. After setting a new record, she explained her future plans.
7. A grand total of $5,000 was gathered up.
8. The ball was hit by the catcher.
9. It seems that she is happy.
10. She thought the assignment was an easy one to do.
11. I think that this looks OK to me.
12. There are many who believe otherwise now.
13. It was this book that influenced me the most.
14. In order to get closer to the audience, the speaker stepped off of the stage.
15. The noon luncheon was postponed until later, the chairman said, because past experience told him the new construction would not be entirely completed.
16. The roof was partially destroyed, and the fire chief said a fire could recur again.
17. The professor plans to author his book during the summer months before the fall semester.