**Exercise 1**

The phrases can be replaced with a single word as follows:

* Many
* Although
* Opinion
* Each, every, all
* Can, could
* Result
* Now
* Compare
* Early
* When, where

**Exercise 2**

The unnecessary words were in the following phrases. Replace them with the word in brackets.

1. first, undoubtedly
2. by way of donations in order to, the works of
3. and every
4. as a matter of fact
5. to obtain, in order
6. insofar as possible, true and
7. out, general
8. in order, your education at

The rewritten sentences would be:

1. The creditor must show that the debtor is bankrupt.
2. Our main role is to raise money to fund these charities.
3. Professor Smith was chosen by each person on the committee.
4. Pleasantville has a strong position in the forestry industry.
5. The student needs high marks in science to study medicine.
6. The manager will make sure the information is accurate.
7. We will send brochures to the public.
8. You must be willing to challenge yourself to get the most out of university.

**Exercise 3**

The sentences can be rewritten as follows:

1. We are working hard to give the poor the basics to lift themselves out of poverty.
2. Before semester starts, students should contact us for help with their plans.
3. It appears the tragedy could have been avoided if the company had talked to workers about workplace dangers.
4. The population of the island is 12,046 with the possibility of 5% growth by 2012.
5. A commerce graduate can apply knowledge from their course to their work.

**Exercise 4**

The paragraphs can be rewritten as follows:

1. From 4 August, we will select students using processes that meet legal requirements, our diversity strategy and policies on student selection.
2. We are offering free replacements for current passports lost or damaged in the recent floods. You must contact us on 998 9988 by June 10.
3. We can investigate breaches of privacy principles by agencies and organisations, and privacy complaints made by individuals.
4. We help people affected by natural disasters and conflict. We provide emergency relief when disaster occurs and support communities as they rebuild.