

Step 3: Revise

Make the characters the subjects and their actions the verbs of the sentence.

To link parts of sentences, you can use coordinating and subordinating conjunctions.

- Coordinating conjunctions (e.g., and, but, so, for, nor, or, yet) are used to join words, phrases, and clauses that are equally important.
- Subordinating conjunctions (e.g., because, if, when, although, while, that, etc.) connect sentence parts that are not of equal importance and help to stress a certain idea.

Let's see how the three-step process can be used to revise the following sentence:

Step 1: Diagnose

The subject is the entire noun phrase _____ and the verb is the phrase *is not knowing*.

This sentence may need revision because the noun phrase is quite long, causing the reader to have to read seven words before he or she gets to the verb.

Step 2: Analyze

Although *bankruptcy* is a possible character, *businesses* is a better choice as the subject of the sentence because it is the only concrete element that can initiate actions, which include *going bankrupt* and *not knowing how to adapt to the recession*.

We can use a chart to display the information we have discovered so far and to compare the subjects and verbs to the characters and actions.

Subject(s)	Verb(s)
the cause	is not knowing
Character(s) (some) businesses	Action(s) go bankrupt

n

appropriate linking words. For example, the two actions (e.g., *going bankrupt*, *not knowing how to adapt*) are in a cause-and-effect relationship: Not knowing how to adapt is causing some businesses to go bankrupt. Therefore, we will use the subordinating conjunction *because*.

Here is one possible revision: *Some businesses are going bankrupt because they do not know*

