

## PARALLEL CONSTRUCTION

When listing things, all items in the list must take the same form. Write the sentence so that if you eliminated the other items from the sentence, it would still make sense. In other words, make sure that each item could finish the sentence by itself.

For example:

My job includes checking the inventory, initialing the orders, and to call the suppliers.

My job includes ~~checking the inventory, initialing the orders,~~ and to call the suppliers.

My job includes to call the suppliers.

My job includes ~~to call~~ the suppliers.

My job includes calling the suppliers.

My job includes checking the inventory, initialing the orders, and ***calling*** the suppliers.

*Rewrite the following to eliminate any faulty parallelism.*

She spoke about improving cardiovascular health, gaining strength, and how to lose weight.

Sarah is fun, reliable, and has a lot of intelligence.

To be a successful customer service representative, one must have knowledge, skill, and be patient.

The position requires:

managing local area networks

troubleshooting software

Java Script

Microsoft Excel

Microsoft Access

instruction of other employees