



Brackets for Accuracy

When quoted material begins in the middle of a sentence, or speakers shorten words, use brackets to add the missing information back into the sentence so that the intended meaning is clear for the reader. The sentences below reference the following quotation by Joseph B. Wirthlin:

Sometimes we make the process more complicated than we need to. We will never make a journey of a thousand miles by fretting about how long it will take or how hard it will be. We make the journey by taking each day step by step and then repeating it again and again until we reach our destination.

DIRECTIONS: Add clarifying information to each sentence in brackets.

1. Sometimes we make it more complicated than we need to.

2. We make it by taking each day step by step.

3. We take steps each day and repeat again until we reach it.
