

*Simplify the sentences below for better readability. (These sentences are unrelated to one another. Feel free to make assumptions about the context.)*

| Before                                                                                                                                                                  | Revised |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| By seeking to understand our emotional triggers, we can more easily identify our reactions, seek clarity about what is going on, and nurture our mental health.         |         |
| You will find that you can become more productive and efficient by making these adjustments.                                                                            |         |
| When solutions and breakthroughs rely heavily on collective effort, performances of each collaborator are decisive for the ultimate outcome.                            |         |
| Globalization and technological revolutions are reshaping workflows.                                                                                                    |         |
| What comes to mind when you think about where bullying happens?                                                                                                         |         |
| It does not only help to gain a better understanding of the voice, feelings, and interaction from others but also valuable to win the trust and give a proper response. |         |
| Don't be too loud when you enter the room.                                                                                                                              |         |