

## Assignment 2: Key

### Task 1: Identify the type of the meeting of the given scenarios:

(8)

- Meeting for the final approval of a company logo. **Decision-making**
- Meeting to listen to internal TED talks organized by the HR department. **Team-building/Training**
- Meeting to explore different ideas for a successful ad campaign. **Brainstorming**
- Meeting to identify sponsor, leader, facilitator, core team, and stakeholders for the project. **Kick-off**
- Meeting to discuss the annual performance of the employees. **Performance review**
- A group of students prepared a presentation and delivered it to their teacher and classmates. After the presentation, they have gathered to discuss their strengths and weaknesses. **Debrief**
- The employees are attending a meeting to learn about the new Standard Operating Procedure for three main tasks. **Information/Training**
- An office is organizing a social event and hence the accounts department, sales team, and engineering personnel are meeting to discuss the event organization plan and their contributions. **Kick-off**

**Task 2: You are the group leader of a OOP project. You and your group members are currently working on a final project of OOP for this semester. The project is behind schedule and you need to hold a meeting with the group members to discuss and identify challenges that are preventing the group from meeting its goals.**

- Create an agenda with minimum 'five' discussion items using the format taught in the course. (5)
- Write a formal invitation E-mail to your group members as a leader of the group. (5)

### Task 3: Revise the following sentences to make them more concrete and specific.

(5)

- We spent some time at the party  
*We spent only 30 min at the party.*
- I picked up some things at the store  
*I picked up olives and garlic at the store: the only ingredients I was missing for the pizza.*
- Strong public speaking skills are an important factor in our managers' career success.  
*Managers with strong public speaking skills have higher chances to get a promotion.*
- We're looking for an experienced Computer engineer.  
*We're looking for a professional computer engineer with 5+ years of experience in \_\_\_\_\_ and \_\_\_\_\_*
- The student enjoyed the class.
- Kelly enjoyed Professor Sprout's 8:00 a.m. Herbology class.*

### Task 4: Eliminating unclear wording to make sentences clear, direct, and straightforward.

(4)

- Present design methods are predicated on the assumption that one-piece windshields are preferred by the public.  
*At present, designers assume the public prefers one-piece windshields.*
- In the not too distant future, college freshmen must all become aware of the fact that there is a need for them to make contact with an academic adviser concerning the matter of a major.  
*Soon college freshmen must realize that they need to contact academic adviser for their major choices*
- The utilization of the apparatus was impeded by the malfunctioning of the components.  
*The machine did not work because the parts were broken.*
- It has come to my attention that there is a vast production of undesirable vegetation surrounding the periphery of this facility.  
*I have noticed many weeds growing around the building.*

### Task 5: Eliminating unclear wording to make sentences clear, direct, and straightforward.

(7)

- When she was forty, Pearl Buck's novel The Good Earth won the Pulitzer Prize.

*When Pearl Buck was forty, her novel The Good Earth won the Pulitzer Prize.*

- Buck received much critical praise and earned over \$7 million, but she was very modest about it.

*Buck received much critical praise and earned over \$7 million, but she was very modest about her achievements.*

c. Katie was an only child, and it was hard.

*Katie was an only child, and her solitary life was hard.*

d. Jennifer's sister wondered if she were tall enough to be a model.

*Jennifer's sister wondered if Jennifer were tall enough to be a model.*

e. Dipping the spoon into the pot of simmering soup, Jean felt it slip out of her hand.

*Dipping the spoon into the pot of simmering soup, Jean felt the spoon slip out of her hand.*

f. Mary and Tom left their bags at the ticket counter, but then they weren't sure if they were safe.

*Mary and Tom left their bags at the ticket counter, but then they weren't sure if their bags were safe*

g. The boat bumped the edge of the dock, but it didn't need many repairs.

*The boat bumped the edge of the dock, but the dock didn't need many repairs.*