

## ECC Assignment

(Q1) Reduce the informality of the following sentences by replacing them

- (a) It is often said that leadership is a dynamic process. This means expressing a range of leadership styles is preferable to any one 'best style'.
- (b) Incentive schemes are often established in companies to improve employee morale.
- (c) Expenditure on global advertising has risen dramatically in the past decade.
- (d) The implementation of JIT production often reduces unnecessary waste within businesses.
- (e) Researchers have discovered that branding is a powerful tool which has a significant impact on both consumer buying patterns and company profits.
- (f) Outsourcing will not completely eradicate the problem of costly overheads within companies.

- (7) Accountants have long been researching ways of reducing corporate taxation.
- (8) This issue was presented during the meeting.
- (9) Consultants are often hired to propose recommendations that are feasible in both the long and short term to address company problems.
- (10) The Company's profit figures have been fluctuating for two years.
- (11) The implementation of computer-integrated-manufacturing (CIM) has created some serious problems.
- (12) The process should be duplicated until the desired results are achieved.
- (13) Plans are being to create a database <sup>invent</sup> containing detailed information of the annual figures for the small business.

(4) Subtle changes which compromised the quality of the product were collected by the new devices.

(5) Proposals to increase working hours ~~to~~ has provoked

(Q3)

(1) The reaction of the Managing Director was somewhat negative.

(2) The economic outlook for the business is awful.

(3) The future of funding is uncertain.

(4) Britain's major car manufacturers are planning to collaborate on the research needed for more fuel-efficient cars.

(5) It is imperative to concentrate in meetings so as to absorb the important ~~wishes~~ wishes.

## ~~Common~~ (Qn)

{1} contractions:

isn't ~~wish~~ → is not

{2} negative forms using not:

not good → awful

{3} etc., and so forth or:

remove these kinds of words

{4} use of second person pronoun:

(~~You~~ ~~yourself~~)

You were horrible in the play  
↓

The actor did not perform well in  
the play

{5} direct questions:

Why would anyone want to visit such  
a ~~terrible~~ dreadful place like Arizona?  
↓ why

Here are the reasons people do not visit Arizona.

## (v) Positioning of adverbs in a sentence:

The teachers usually do not choose  
to fail students

The teachers do not usually fail students.

(Q5)

- (1) If you fail the psychometric test, you will not be employed by the country company.
- (2) There are many possibilities for low employee morale.
- (3) The difference between these two processes is very clear.
- (4) Ammonium peroxide is added to the solution in minuscule amounts.
- (5) Cumbria, Dorset, Devon, West Midlands, East Anglia are some of the countries where these special tax laws have been approved.

(6) The subjects did not find the task to be extremely difficult.

(Q6) ....

A ~~B~~ is the informal passage because due to informal phrasal verbs like 'set up' and 'much of'. It also contains proverbs such as 'provides a carrot' and the statistics are very spread out whereas passage B provides a much more succinct explanation of the statistics.

(Q7) ....

(1) She did not find it to be satisfactory

(2) The lecture following the lecture ~~as~~ was a difficult task.

(3) The results exceeded expectations

(4) The answer did not come to ~~any~~ one student

(5) He exclaimed that writing the dissertation was ~~against~~ hell.

(Q8)

(1) Spoken → ~~(a)~~ (b)

(2) Written → (c)

(3) ~~that~~ Written → (d)

(4) Written → (c)

(5) ~~as~~ Spoken → (a)

(Q9)

(1) Interest rates may not rise further this year

(2) Reading can be effective when it has a particular purpose.

(3) The answer to problems is almost always found in asking the right question.

(4) Countries may disagree on the interpretation of democracy.

Q10....

Sentence 4 is the most credible and convincing as it references a name, date and an explanation. This massively adds to the sentences' credibility as interested parties can corroborate and check the statements validity through a bit of research and ~~it give~~. Furthermore, it gives an air of confidence and surety to the average reader; who is now more convinced to believe the following explanation of the statement. The 4<sup>th</sup> statement is the only one that gives an explanation to its claims as well, making it seem more convincing than the other three sentences.

(Q11)

B

(1): A is more informal

(2): A is more informal

(Q12) . . .

- (1) systems analysts can assist managers in many different ways.
- (2) This program was established to improve access to medical care.
- (3) Medical research expenditure has increased
  - to nearly \$350 million.
- (4) Researchers have discovered that this drug has serious side effects
- (5) Exercise alone will not eliminate medical problems related to blood pressure.
- (6) Researchers have been investigating this problem for 15 years now.
- (7) This issue was raised during the Coroner's inquest.

(Q13)

(1) Potential consequences will be introduced in the following section.

(1) Reducing sugar intake is my aim for this month.

(3) Regular breaks can help in increasing productivity.

(4) Fishing, hiking and canoeing are just some of the many outdoor activities offered by the ~~summer~~ summer camp.

(5) Turning down a trip to Paris seems unbelievable.

(6) There is an abundant amount of things to be done this week.

(7) The price of sugar has risen increased drastically ~~this~~ recently.

(8) She is eager to discuss matters with you soon.

(9) Looking ~~at~~ into the past as we can do now is unprecedented in history.

- (10) There is no reason for them to leave unless there is an emergency.
- (11) Most of the contestants were preparing themselves for the race.
- (12) Taking an umbrella with you in the rain may prevent you from getting the flu.
- (13) He is eliminating the computer's problem.
- (14) The suspects' ID is being examined by the traffic cop.
- (15) The concert was cancelled by Lady Gaga.
- (16) Apologies for informing you that your application did not make it to the final round.
- (17) Looking forward to discussing this with you soon
- (18) Your marks of the test will be

- (18) You will be informed of your performance in the test in the upcoming weeks.
- (19) Please speak to the manager if you are displeased about the service of the restaurant.
- (20) Purchasing something is not necessary.
- (21) Protective glasses should always be worn, no matter the situation.