**Hong Zhang**

**English 1105**

**9/3/12**

**Revision:**

**Specify**

2. A new drill has been acquired to replace the broken one in our department.

4. There was damage to the hard disk due to a heavy thunder.

6. A fire racing through the office caused a loss of $100 million.

8. 2012 Honda CR-V had a 2% turning radius than last year's model.

10. Please give me a VERY detailed explanation about Plugins/Authoring page.

**Avoid Obscure Words**

2. As you asked on 1/3/2012, I am forwarding my regular quarterly report.

4. According to your request, this explains our reasons for offering services.

6. Because we are failure to solve this problem, we decide to stop working

8. Could you help us to find the reason of yesterday’s mechanism malfunction?

10. Without the further discussion, we still insist that the vehicle had insufficient braking capabilities to avoid the collision.

**Using the Active Voice versus the Passive Voice**

2. There were two benefits of attending the conference.

4. Allied, who supplied analytical equipment for automatic upgrades, held discussions with the representatives.

6. Vendors reviewed the process control systems of foam encapsulation.

8. The manufacturing requested this activity’s reassignment.

10. Misapplication of a dry film lubricant has been causing defectiveness.

**Reduce Words Length**

2. Please answer a few questions about your proposal.

4. Your sump pump could do possible damage to your neighbor’s property; therefore you must replace it to avoid being sued.

6. As our CEO points out its importance, the company requests to place electrical equipment in the laboratory.

8. We may implement these suggestions in next month.

10. Please feel free to contact me if you have any questions.

**5.C.Revise the sentence.**

(4) 2. Installing robots on the assembly line will increase productivity.

(1)(2)(4) 4. Management’s purpose is to identify inefficiencies and eliminate them.

(3) 6. We should include the provisions for the new office building for the handicapped.

(1) 8. This machine applies the welds twice as rapidly.

(1)(4) 10. The driver can’t find our office and delay the delivery of the contracts, which had been sent by overnight express.

(1)(2) 12. To control the process, Process Control Department’s personnel can use the circular chart recorder to check the speed which has been properly set.

(1) 14. If you can't attend the meeting, please call my secretary.

(1)(3) 16. Recently that client invites him to present their production line.

(4) 18. The assistant coordinates vacation schedules to the Plant Manager.