

COMM 1106

MIDTERM (30%)

Fall semester 2020

2.5 HOURS

Instructor: Ryan McFarland

The following is a message from BCIT:

By submitting this exam to the Learning Hub, I declare this is my own independent work and I have not received any unauthorized extra help on this exam. I recognize this is an individual assignment to be completed solely by me, and that receiving extra help -- for example, from other persons or by searching for answers on the open internet -- will constitute cheating, an act of academic dishonesty as described in BCIT Policy 5104 Student Code of Academic Integrity, subject to investigation and consequences which may include a failing grade.

Please read the following instructions carefully before starting the midterm

- This exam is worth **30%** of your final mark.
- You have **2 and half hours** to complete the exam.
- Type your exam answers in a separate document (Microsoft word is preferred)
NOTE: Save your work frequently to ensure you do not lose anything.
- The instructor cannot aid in interpreting the exam questions.

Part 1: Grammar (5%)

Please rewrite the following 5 sentences.

Fix the parallelism problems in the following paragraph.

1. In order to graduate on time, he will have to take courses in finance, marketing, and how to do account management. But in order to pass them, he will have to read, study, and practicing.

Fix the following comma error(s)

2. I plan to travel on air Canada to Asia next summer to visit sri lanka india and Pakistan where I have many relatives.

Fix the following sentence so it no longer has a dangling modifier.

3. While hurrying to class, my briefcase dropped into the sewer.

The following sentence contains misused and/or missing articles, fix so reads correctly.

4. Highest place on Earth is an mountain called Mount Everest, which is 8,850 metres high.

Correct the capitalization issues in the following sentence.

5. In harvard, there is a small restaurant near the university where students like to gather. On the wall is a sign that reads, "in case of flood, pay water bill promptly."

1) Revision (25%)

The following has problems with reader access, this includes organization, paragraphing, headings, lists, etc. as well as style and tone. It is too wordy, too repetitive, unclear in its overall message, and it does not consider its audience. There is also numerous grammar issues. Revise, making use of what we have covered in this class and your Business Comms textbook. Please make sure you revise the document to read clearly and concisely, while not omitting any important information. Do not worry about including the address block or using a subject line for this one, just focus on the rewrite.

Dear _____:

We have been inundated with requests for information from investors, businesses, manufacturers and the public about Lorels's plans to produce the new high octant, fuel effective vehicles since our announcement of this revolutionary design, which resulting from hundreds of hours of research into the bright future of vehicles. So please forgive for responding to you with a form letter, as we cannot respond effectively to each and every individual who has written to us with an inquiry. The new cars will reach high speeds quicker, use less fuel, and have more creature comforts for customers. For 100 km traveled, they will only need to use 10 km worth fuel that a traditional car would use. The new cars will cost manufactures less to operate because of reduced parts required, and those savings may be reflected in your prices, and the new cars will offer consumers faster transport to their destination, featuring a sleek style, and they will be available in 2022. For the first time, Lorels's manufacturing division will use outside suppliers for basic parts, so that our engineers can focus their expertise on the sophisticated systems required. Were very excited about this new efficiency.

We expect to reap many benefits from it as Lorels continues to meet the future needs of drivers, passengers and the overall automotive industry. Lorels envisions that municipalities will be building a stronger highway infrastructure in order to overcome the traffic congestion now so dramatically clogging up major cities. To aid in this positive development, we have designed our new vehicle to function well within these environments.

Sincerely,