**7 Cs Exercise**

**Make the following sentences concrete by providing specific information and using precise vocabulary.**

1. The fire that broke out last week destroyed most of the important records of the office.

**ANS:** The fire destroyed 85% of the AUDI office’s commercial records last Sunday.

1. The report was submitted late.

**ANS:** The Shoe marketing report was submitted after 2 days of the deadline of 10 March.

1. The clerk is not cooperative.

**ANS:** The PTCL office’s clerk is not cooperative in giving customer care service.

**The following statement lacks completeness. Rewrite it providing the missing information.**

The new admit cards can be collected from the Admin Block.

The admit cards of 2020 batch students are now available and they can be collected from the Front office from Miss Huma. They will be available from 8 AM to 4 PM on 10 March. The students will not be allowed to enter the university without admit cards from 11 March. Hence, collect the cards as soon as possible.

**Make the following statements considerate and courteous.**

1. The style of the writer is unpleasing.

Ans: I am not familiar with the writer’s style

1. The product you delivered is damaged.

Ans: The product was not properly safe.

**Make the following statements concise.**

1. On account of the continuous and perpetual marches and rallies, the government has taken the decision to remove the clause that provides support to the public to express dissatisfaction and anger by protests.

**ANS:** Due to perpetual protests, the government has decided to eliminate the clause providing public support to express dissatisfaction.

1. The students were tired and exhausted and requested and urged to be given a break to refresh and relax.

**ANS:** The exhausted students requested a break to relax.