***Engr 240/ A01, A02 —*3 Pages— *Monika Smith, Assist. Teaching Professor***

**Style Matters Mid-Term Quiz (15%): PART 2**

**Punctuation, Parallelism, Plain Language**

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**Section 2: PUNCTUATION**

Punctuate each of the following sentences as per Standard English usage. Add **commas, colons, and semi-colons** as needed. Review your work using the **Punctuation Guide** to ensure accuracy, clarity and correctness

**1 mark for each of the following:**

1. The widespread use of Basic English would be a gain to us far more durable and fruitful than the annexation of great provinces; the empires of the future are the empires of the mind. (Winston Churchill)
2. Your professional life depends on excellent proposal writing: the journey begins with writing observations down on notepad, on paper, or on computer screen. (Arnold Keller)
3. Propose a planned solution to a problem, and you’re helping to ensure the survival of an organization. (Arnold Keller)
4. Respect, honesty, and brevity make your content more credible and persuasive; your tone (your “attitude”) either drives readers away or makes them receptive. (Arnold Keller)
5. The problem may be any of the following: conflict in the workplace, uncertainty about what products to buy, or an unclear outdated policy that hinders the progress of an organization. (Arnold Keller)

**Section 2: GRAMMATICAL PARALLELISM:** **1 mark for each of the following:**

Correct **faulty parallelism** in both the **in-sentence** and **bulleted** lists below, applying principles of grammatical parallelism

1. The prototype electric car will have a top speed of 100 km/h, a range of 300 km, and it will carry up to 300 kg.

**Present your revised sentence here:**

The prototype electric car will have a top speed of 100 km/h, a range of 300km, and carry up to 300 kg.

1. Judges evaluated the website on content, the quality of the graphics, they were interested in the style, and how interactive the games were.

**Present your revised sentence here:**

Judges evaluated the website on content, graphics, style, and how interactive the games were.

1. In Sim City, some of the goals you can set include building the grandest possible megalopolis, to maximize how much your people love you, or you can even try designing a city that relies solely on mass transit.

**Present your revised sentence here:**

In Sim City, some of the goals you can set include building the grandest possible megalopolis, maximizing how much your people love you, or designing a city that relies solely on mass transit.

**Correct faulty grammatical parallelism in the following sentence, maintaining the “not only . . . but also . . .” coordinating sentence structure:**

1. Version 13 of *Doorways* has not only made the operating system more user-friendly, but also the tendency for the version 8.0 software to cause “mouse-freeze” has been corrected.

**Present your revised sentence here:**

Version 13 of *Doorways* has not only made the operating system more user-friendly, but also corrected the tendency of the version 8.0 software to cause “mouse-freeze”.

**Check whether or not to add a COLON after the introductory lead-in, then correct faulty parallelism in the following bulleted list**:

1. The *Wall Street Journal* offers the following tips for “warming up” your correspondence style to maintain corporate goodwill

* Don’t write when angry or upset
* Motivate, don’t browbeat
* You should be courteous
* There’s no need to be needlessly negative
* Avoid words with negative connotations: think “opportunities,” not “problems”
* Negative information should be placed at points of low emphasis
* You can get readers to comply to requests by giving them a reason

**Present your revised bulleted list here:**

The *Wall Street Journal* offers the following tips for “warming up” your correspondence style to maintain corporate goodwill:

* Don’t write when angry or upset
* Don’t browbeat, motivate
* Be courteous
* Don’t be needlessly negative
* Avoid words with negative connotations
* Place negative information at points of low emphasis
* Give readers a reason to comply to requests

**Section 3: PLAIN LANGUAGE: 1 mark for each of the following**

Revise the following sentences to eliminate wordiness, redundancy, lengthy noun strings, passive voice, and so forth. Strive for **strong action verbs, active sentences,** and **plain language.** Aim to **reduce word count by about half or a third** (but keep all the information intact)

1. The conference is going to be attended by Dr. Zheng, who is a very knowledgeable expert when it comes to being cognizant about the topic of generating power with the goal of having it become sustainable**. (37 wds; aim for approx. 15 wds)**

**Present your revised sentence here:**

Dr. Zheng, an expert on generating sustainable power, will attend the conference.

1. The contribution of our team is mainly production schedule planning and the identification of more efficient methods of production for the production of our aircraft engines. **(28 wds/ approx. 15 wds)**

**Present your revised sentence here:**

Our team contributes schedule planning and efficiency analysis on the production of our aircraft engines.

1. Should there be any questions on your part, please present them to one of our personnel members using our voice messaging system and we will ensure that an answer shall be forthcoming in the very near future. **(38 wds; approx. 15 wds)**

**Present your revised sentence here:**

Please present your questions using our voice messaging system; our personnel members will answer shortly.

1. M87 galaxy Central Region study results are showing that there are stars near the center of the galaxy that move around, and it is thought the reason is because there may be some huge mass at the center that is attracting them. **(45wds/ approx. 25 wds)**

**Present your revised sentence here:**

The M87 galaxy Central Region study showed stars moving near the galaxy’s center, possibly due to the attraction of a huge mass.

1. There is a recognition by educators that high-quality learning environments are a necessary precondition for facilitation and enhancement of the ongoing learning process by students. **(26 wds/ approx. 15wds)**

**Present your revised sentence here:**

Educators recognize that high-quality learning environments are necessary for the learning process of students.

**—END—**