

Page-69 Exercises: 1 to 20 Using Familiar Words

Using Familiar Words

1	We must terminate all deficit financing	We must stop all deficit financing.
2	we must endeavor to correct this problem by expediting delivery	We must try to solve this problem by quicker delivery
3	A proportionate tax consumes a	A fixed amount of ones income is deducted
	determinate apportionment of one's monetary flow	as tax
4	Business has an inordinate influence on governmental operations	Business has a big influence on governmental operations
5	It is imperative that consumers be unrestrained in determining their	Consumers should be free to choose.
	preferences	
6	Mr. Sanchez terminated Kevin's employment as a consequence of his	Mr. Sanchez fired Kevin for his poor performance
	ineffectual performance	
7	Our expectations are that there will be increments in commodity value	We expect that commodity price will rise

Using Familiar Words

	8	Can we ascertain the types of customers	Can we find out types of customers who like
		that have a predisposition to utilize	to use our instant credit offer.
		our instant-credit offer?	
	9	The preponderance of the business people	A good no of business people we consulted
	7	we consulted envision signs of	are showing signs of improvement from the
		improvement from the current siege of	current economic stagnation.
		economic stagnation.	
ı	10	If liquidation becomes mandatory, we shall	If liquidation becomes mandatory, we shall sell
	Ė	dispose of these assets first.	these assets first
	11	Recent stock acquisitions have	Stock possession shows company's current
ř		accentuated the company's current	financial crisis.
		financial crisis.	
	12	Mr. Coward will serve as an intermediary in	Mr. Coward will be an negotiator in the
J		the pending labor-management parlor.	pending –labor management parlor.
	13	Ms. Smith's idiosyncrasies supply adequate	Mr. Smith's personality shows justification for
		justification for terminating employment.	terminating employment.

Using Familiar Words

14	Requisites for employment by this company	Recruitment requisition of this company has
	have been enhanced.	been increased.
15	The unanimity of current forecasts is not	Similarity of current forecast does not assure
	incontrovertible evidence of an impending	future business acceleration.
	business acceleration.	
16	People's propensity to consume is	Consumers tendency is greedy.
	insatiable.	
17	The company must desist from its deficit	The company must overcome its financial
	financing immediately.	deficit without any delay.
18	The antiquated merchandising strategy is	To sell uncommon product ruins business.
d	ineffectual in contemporary business	
	operations.	
19	Percentage return on common stockholders'	Stockholders will receive 23.1 percent equity
	equity averaged 23.1 for the year.	this year.
20	The company's retained earnings last year	Company's last year turn over was over
	exceeded \$2,500,000.	\$2,500,000.00

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Exercises: 22 to 30

Selecting Concrete Words

His grade in the aptitude test was C...

		Selecting Concrete Words
	We have found that young men are best for this work.	We have found that men under 30 are best for this work.
	She makes good grades.	Her grades are Ninety percentile on an average.
	J <mark>ohn lost a fortune i</mark> n Las Vegas.	John lost USD 50,000.00 in Las Vegas.
25	If we don't receive the goods soon, we will cancel.	If we don't receive the raw materials by Thursday noon, we will cancel the deal.
26	Some years ago she made good money.	In 2011 she made \$125,000

- His grade in the aptitude test was not high.
- Here is a product with very little mark-up. Here is a product with only 5% markup. The cost of the online subscription was The cost of the online subscription was USD
- reasonable. 5.00. There is only a little time left on our copiers We will need three new photocopier machines within Monday next week. warranty

Page-69 Exercises: 51 to 57 Limiting Use of Passive Voice

Limiting Use of Passive Voice

51	Our action is based on the assumption that	We will take action assuming there will be a
77	the competition will be taken by surprise.	surprise competition.
52	It is believed by the typical union member	Typical union members believe that their
11	that his or her welfare is not considered to	welfare is not considered importantly by the
	be important by management.	management.
53	You were directed by your superior to	Your superior directed you to complete this
	complete this assignment by noon.	assignment by noon.
54	It is believed by the writer that this company	The writer believes this company policy to be
-	policy is wrong.	wrong.
55	The union was represented by Cecil	Cecil Chambers represent the Union
	Chambers.	
56	These reports are prepared by the	Sales people prepare these reports every
	salespeople every Friday.	Friday
57	If more information is desired, the customer	Contract Customer service Department for
	service department can be contacted	more information

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Exercises: 69 to 80
Avoiding Discriminatory Words

Avoiding Discriminatory Words

	Any worker who ignores this rule will have his	Workers who ignore this rule will have their salaries reduced
		The typical letter carrier rarely makes mistakes in delivering the mail.
	A good executive plans his daily activities.	Good executives plan their daily activities
		The committee consisted of a business person, a banker, and a lawyer.
73	A good secretary screens all telephone calls	A good secretary screens all telephone calls and arranges the boss's schedule.
	An efficient salesman organizes his calls and	
	Two employees represented our company: a Hispanic engineer and one of our younger	Our company was represented by two employees—an engineer and an assistant manager
	Three people applied for the job, including two well-educated black women.	Three women applied for the job

Avoiding Discriminatory Words

	Handicap parking spaces are strictly for use by the crippled.	Handicap parking spaces are strictly for use by those with physical impairments
78	He is one of the best gay designers in the city.	He is one of the best designers in the city.
79	We recommend Mr. Sanchez, one of our oldest managers	We recommend Mr. Sanchez, one of our most senior manager
80	As a genxer, she is very computer savyy	She is very computer savyy for a middle aged person
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Page-110 Exercises: 1 to 10 Using a Conversational Style

Using a Conversational Style

1	I hereby acknowledge receipt of your July 7 letter	Thank you for your July 7 letter.
2	Please be so kind as to reply at your earliest possible convenience.	Please reply at you earliest possible convenience.
3.	Attached please fine the receipt requested in your may 1st inquiry	Attached is the receipt you asked for on May 1st .
4.	You are hereby advised to endorse the enclosed proposal and return the same to the undersigned.	Please endorse the proposal and send it to me.
5.	This is to advice that henceforth all invoices will be submitted in duplicate.	Duplicate invoices will be submitted from now on.

Using a Conversational Style

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6.	Kindly be advised that this book has been requested by another patron and will therefore be due on 10 may 2012	Please return the book by 10 May 2012 as another patron has requested it.
7.	In reply to your letter of July 13, permission to quote from our report is hereby granted.	You may quote from our report as requested by your letter of July 13.
8.	Please be advised that, with regard to above invoice, a payment of \$312 has been credited to your account.	According to the invoice, \$312 has been credited to your account.
9.	I am submitting under separate cover the report you requested.	I am submitting your requested report under separate cover.
10.	Kindly advice the director as to your availability for participation in the program.	Please inform the director when you will be available in the program.