

### Quiz 1

*Marks: 10*

*Time : 20 min*

*Q.1 Reduce the length of the message given below and make it concise: (3)*

I would appreciate it if you would bring to the attention of your drafting officers the administrator's dislike of long sentences and paragraphs in messages to the field and in other items drafted for her signature or approval, as well as in all correspondence, reports, and studies. Please encourage your section to keep their sentences short.

*Q2. Complete this email. (2)*

*Bad Example*

Hi everyone,

I just wanted to send you all a reminder about the meeting we're having tomorrow!

See you then,

Chris

*Q.3 Following bad news message is written using direct approach. Rewrite the message using indirect approach (positive words): (5)*

I regret to inform you that your request for travel funds for the Syllabus Conference in Santa Clara, California, has been denied. The university has limited funds available for travel this year and although I know you really want to go, I can't afford to give you the Rs. 150,000 you requested (which by the way is a lot to request at the end of the year). Even though I can't pay for this trip, I encourage you to apply again for future travel fund because I hope to receive more money budgeted for travel the next fiscal year of 2015/2016.