

Practice Exercises

(Revise and rewrite the sentences in questions 1 to 5)

1. Even when the best employee is considered for a raise, they often do not receive it.
2. The employees who sell the most equipment is going to Hawaii for a week.
3. Everybody want the company to declare a profit this quarter.
4. The staff are sending the boss a bouquet of roses.
5. After soldering for two hours, the equipment was ready for shipping.
6. (Revise and Rewrite) We will discuss the following at the departmental meeting:
 - Entering mileage in logs
 - All employees have to enroll in a training seminar.
 - Purpose of quarterly reviews
 - Some data processors will travel to job sites.
7. Replace the following difficult words with easier words:
 1. initial
 2. in lieu of
 3. accede
 4. issuance
 5. ascertain
 6. remittance
 7. supersede
8. Rewrite the sentence by changing the voice. (Rule of thumb for report writing: Avoid using passive voice in your writing as much as possible as passive constructions are often unclear and wordy)
 - Overtime is favored by hourly workers.
9. Replace the following group of words with precise/concise alternatives:
 1. came to the conclusion

2. with the exception of
3. make revisions
4. utilization of
5. make an amendment to
6. for the purpose of discussing
7. arrive at an agreement
8. in order to purchase
9. in the first place
10. is of the opinion that
11. rendered completely inoperative

10. Revise and rewrite the following sentences:

- I went there in the year of 2000.
- The camera would cost the sum of thirty thousand rupees.
- The results so far achieved prove our point.
- We collaborated together on the project.
- This is a new innovation.