

| Wk  | Weekly Topic & Assignment   |
|---|---|
| <div data-bbox="73 100 121 304"> <b>3</b><br/><br/> Jan<br/>23<br/>to<br/>28 </div> | <div data-bbox="147 100 950 226"> 3.write&lt;ch.4&gt; items=<br/> 4.7 &lt;answer.any.2&gt;<br/> 4.8 &lt;answer.any.2&gt;<br/> 4.12 &lt;set timer, rewrite in &gt;=10 min&gt; 4.12 &lt;answer.any.1(orange </div> <div data-bbox="170 241 876 277"> <h3>4.7 Changing Verbs from Passive to Active Voice</h3> </div> <div data-bbox="170 310 792 451"> <p>Identify passive voice in the following sentences and convert it to active voice. In some cases, you may need to add information to do so. You may use different words as long as you retain the basic meaning of the sentence. Remember that imperative verbs are active voice, too.</p> </div> <div data-bbox="170 466 792 609"> <ol style="list-style-type: none"> <li>1. It has been suggested by the corporate office that all faxes are to be printed on recycled paper.</li> <li>2. The office carpets will be cleaned professionally on Friday evening. It is requested that all staff members put belongings up on their desks.</li> </ol> </div> <div data-bbox="836 310 1453 577"> <ol style="list-style-type: none"> <li>3. The office microwave is to be cleaned by those who use it.</li> <li>4. When the vacation schedule is finalized it is recommended that it be routed to all supervisors for final approval.</li> <li>5. Material must not be left on trucks outside the warehouse. Either the trucks must be parked inside the warehouse or the material must be unloaded at the time of receiving the truck.</li> </ol> </div> <div data-bbox="170 625 511 661"> <h3>4.8 Using Strong Verbs</h3> </div> <div data-bbox="170 693 792 745"> <p>Revise each of the following sentences to replace hidden verbs with action verbs.</p> </div> <div data-bbox="170 760 792 934"> <ol style="list-style-type: none"> <li>1. An understanding of stocks and bonds is important if one wants to invest wisely.</li> <li>2. We must undertake a calculation of expected revenues and expenses for the next two years.</li> <li>3. The production of clear and concise documents is the mark of a successful communicator.</li> </ol> </div> <div data-bbox="836 693 1453 934"> <ol style="list-style-type: none"> <li>4. We hope to make use of the company's website to promote the new product line.</li> <li>5. If you wish to be eligible for the Miller scholarship, you must complete an application by January 31.</li> <li>6. When you make an evaluation of media buys, take into consideration the demographics of the group seeing the ad.</li> <li>7. We provide assistance to clients in the process of reaching a decision about the purchase of hardware and software.</li> </ol> </div> <div data-bbox="170 949 868 982"> <h3>4.12 Revising, Editing, and Proofreading an Email</h3> </div> <div data-bbox="170 1012 1421 1066"> <p>Dana Shomacher, an enthusiastic new hire at Bear Foods, wants Stan Smith, regional head of HR at the grocery chain, to allow her to organize and publicize a food drive for Coastal Food Pantry. Revise, edit, and proof her email.</p> </div> <div data-bbox="365 1117 1250 1606"> <div data-bbox="365 1117 1250 1264"> <p>Hey Stan,</p> <p>I have this great idea for great publicity for Bear Foods that won't cost anything and will get us some really great publicity. Its something great we can do for our community. I wont Bear to conduct a food drive for Coastal Food Pantry. Their was an article</p> </div> <div data-bbox="365 1291 1250 1354"> <p>in the Tribune about how they were having trouble keeping up with food requests and I thought what a great fit it would be for Bear.</p> </div> <div data-bbox="365 1381 1250 1470"> <p>All our employees should donate food and we should also get our customer to donate also. We could set out some shopping carts for the donations. I could write an announcement for the Tribune and get some postures made for our front windows.</p> </div> <div data-bbox="365 1495 1250 1554"> <p>I am willing to take care of all details so you won't have to do anything except say yes to this email.</p> </div> <div data-bbox="365 1579 422 1606"> <p>Dana</p> </div> </div> <div data-bbox="162 1675 787 1732"> <p>After you have fixed Dana's email, answer these questions in an email to your instructor.</p> </div> <div data-bbox="162 1743 787 1921"> <ul style="list-style-type: none"> <li>What revisions did you make? Why?</li> <li>Many grocery stores already contribute to local food pantries. In addition to some staples, they provide items such as bakery goods that are past their sale date but still quite tasty, sacks for bagging groceries at the pantry, and even shopping carts to transport groceries to the cars of pantry</li> </ul> </div> <div data-bbox="828 1675 1453 1732"> <p>clients. If Bear already contributes to Coastal, how should that fact change the content of Dana's email?</p> </div> <div data-bbox="828 1743 1453 1858"> <ul style="list-style-type: none"> <li>What edits did you make? Why?</li> <li>What impression do you think this email made on the head of human resources? Explain. Do you think he granted Dana's request? Why or why not?</li> </ul> </div> <div data-bbox="828 1869 1453 1921"> <p>Submit both your version of Dana's email and your analysis email.</p> </div> |