

Wk	Weekly Topic & Assignment
<div>3</div> <div>Jan 23 to 28</div>	<div> <div>3.write&lt;ch.4&gt; items=</div> <div>4.7 &lt;answer.any.3&gt;</div> <div>4.8 &lt;answer.any.2&gt; 4.12 &lt;set timer, rewrite &gt;=10 min&gt; 4.12 &lt;answer.any.2.orange.square&gt;</div> </div> <div> <div>4.7 Changing Verbs from Passive to Active Voice</div> <div> <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> <ol style="list-style-type: none"> <li>It has been suggested by the corporate office that all faxes are to be printed on recycled paper.</li> <li>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> <ol style="list-style-type: none"> <li>The office microwave is to be cleaned by those who use it.</li> <li>When the vacation schedule is finalized it is recommended that it be routed to all supervisors for final approval.</li> <li>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> </div> <div> <div>4.8 Using Strong Verbs</div> <div> <p>Revise each of the following sentences to replace hidden verbs with action verbs.</p> <div> <div> <ol style="list-style-type: none"> <li>An understanding of stocks and bonds is important if one wants to invest wisely.</li> <li>We must undertake a calculation of expected revenues and expenses for the next two years.</li> <li>The production of clear and concise documents is the mark of a successful communicator.</li> </ol> </div> <div> <ol style="list-style-type: none"> <li>We hope to make use of the company's website to promote the new product line.</li> <li>If you wish to be eligible for the Miller scholarship, you must complete an application by January 31.</li> <li>When you make an evaluation of media buys, take into consideration the demographics of the group seeing the ad.</li> <li>We provide assistance to clients in the process of reaching a decision about the purchase of hardware and software.</li> </ol> </div> </div> </div> <div> <div>4.12 Revising, Editing, and Proofreading an Email</div> <div> <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> <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> <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> <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> <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> <p>Dana</p> </div> <div> <p>After you have fixed Dana's email, answer these questions in an email to your instructor.</p> <div> <div> <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> <ul style="list-style-type: none"> <li>clients. If Bear already contributes to Coastal, how should that fact change the content of Dana's email?</li> <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> <p>Submit both your version of Dana's email and your analysis email.</p> </div> </div> </div> </div></div></div>