

Course Name: Communication & Presentation Skills

Course Code: SS 152

Student Name: _____

Student ID# _____

Date/ Time: May 25th, 9:00 am – 9:36 am

Marks: _____/10

Time allowed for question no. 1: 30 minutes

Time for uploading answer to question no. 1: 6 minutes

Q1. Rewrite the following sentences as directed:

1. It is my duty to make a determination of the damages. (apply clarity using familiar vocabulary)
2. Three people applied for the job, including two well-groomed black women. (avoid discriminatory language)
3. He didn't have the guts to badmouth her to her face. (Use positive & professional tone)
4. When a customer needs services, it is his right to ask for it. (Use bias-free language)
5. We must terminate all deficit financing. (Use familiar language)
6. We cannot process your application because you neglected to insert your social security number. (Use positive language)
7. Construction cannot begin until the business plans are approved. (Use positive language)
8. John lost a fortune in Las Vegas. (Use concrete language)

9. He hypothesized that the vehicle was not operational because of a malfunctioning gasket. (Use familiar language)
10. Because we cannot monitor all cash payments, we must terminate the contract. (Use positive & professional tone)