**Name: Mahad Ashraf**

**Roll No: 20P-0563**

**Subject: TBW**

**Assignment No: 1**

**Clarity and Conciseness:**

1. I have a 1.61 CGPA.
2. The Basket Ball player was 6 feet 2 inches tall.
3. I’ll be back home at 9 pm.
4. The team has lost 5 matches in 10 games.
5. The computer has a memory of 1 TB.

**Long words to Short words:**

|  |  |
| --- | --- |
| Utilize | Use |
| Anticipate | Expect |
| Cooperate | Help |
| Indicate | Sign/Point |
| Initially | Firstly |
| Presently | Now |
| Prohibit | Ban |
| Inconvenience | Trouble |

**Long Phrases to one word:**

|  |  |  |
| --- | --- | --- |
| In the event that | If | |
| At this point in time | Now | |
| With regard to | Regarding/about | |
| In the first place | Firstly | |
| Is of the opinion that | Thinks | |
| Due to the fact that | Because | |
| Make revisions | Revise | |
| Take into consideration | Consider | |
| With the exception of | | Except | |
| Make an adjustment of | | Adjust | |

**Long to short sentences:**

1. Please call me on May 31,2022 for any help.
2. Call me if u need my help for the evaluation of the proposal.
3. The company is trying to cut the cost of unused office supplies.
4. The Acme employess are over
5. My family will visit Arkansas in July,2022.
6. The company plans to take action against hazardous waste.
7. Twice the manager met 5 employees to discuss the company’s overtime policy.