ASSIGNMENT#1

ABDUL HASEEB KHAN

20P0075

TECHNICAL BUISNESS WRITING

**SPECIFITY**

|  |  |
| --- | --- |
| VAGUE | SPECIFIED |
| I have a low gpa | I have 1.5 gpa |
| The b-ball player was really tall | The b-ball was 6.5ft |
| I’ll be home as soon as possible | I’ll be home at 9pm |
| The team has a losing record | The team has loss 8/10 |
| The computer has a lots of space | The computer has 1tb of memory |

CHANGING LONG WORDS TO SHORTS WORD

|  |  |
| --- | --- |
| LONG WORD | SHORT WORD |
| Utilize | use |
| Anticipate | Expect |
| Cooperate | Help |
| Indicate | Signal |
| Initially | Start |
| Presently | Now |
| Prohibit | Stop |
| Inconvenience | problem |

Revise the following long sentence, making them shorter(shortened)

1. For any querries, you can call me on 31st may,2020
2. The company is trying to the cut the cost of unused office supplies
3. Please call me if you have any questions regarding proposal
4. The company’s plan to avoid hazardous waste
5. I think that employees are over burdened
6. On two occasions, the manager met with 8 employees if they agree with company’s overtime policy