**Name**: Muhammad Sherjeel Akhtar

**Roll No**: 20P-0101

**Assignment No**: 1

**Subject**: Technical Business Writing

**SPECIFITY**

|  |  |
| --- | --- |
| **VAGUE WORDS** | **SPECIFIED WORD** |
| I have a low GPA. | I have 1.4 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 |

**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. 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 employees are over burdened.
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.