Activity 1

COMM 1700

WikiHow tip 1.

Use short, simple sentences

In the space reword these sentences:

1. Somebody has said that words are a lot like inflated money- the more of them that you use, the less each one of them is worth.

Reword:

Someone has said words are like inflated money – The more they’re used the less they’re worth

2. I was unaware of the fact that your widget could be used for security.

Reword:

I didn’t know the fact that your app could be used for security purposes

3. Mr. Jones, who is a member of the same firm, put the report together in a hasty manner.

Reword:

Mr. Jones, A member of the firm, quickly put a report together.

4. The reason why we failed to reply is that we were not apprised of the fact until yesterday that

somehow the report had been unavoidably delayed.

Reword:

We were not informed of the delay, and we couldn’t reply

5. The fact that he had not succeeded was brought to my attention recently.

Reword:

Only recently I have become aware that he failed.

WikiHow tip 2.

Write in an active voice.

Change the sentences from Active to Passive

Plans for the conference will be made by the staff assistant.

Change: The staff assistant is making plans for the conference

An error has been discovered by our staff.

Change: The staff have discovered an error.

The report will be reviewed by us.

Change: We will review the report.

A decision was made to terminate the search.

Change: We have terminated the search.

The mistake in billing will be rectified by the supplier posthaste.

Change: We will rectify the mistake in the billing quickly.

Receipt of your letter is acknowledged and appreciated.

Change: Your letter has been received and appreciated

Cost-cutting procedures are advised by the vice-president.

Change: The vice-president has advised to cut costs.

WikiHow

tip 5. Ensure that your verbs haven’t been turned into nouns.

Replace the phrases with one clear (strong) verb. Put the replacement after the colon.

Make substitution: substitution

Have intention: intention

Become an imposition:

Was becoming: becoming

Had not succeeded: succeeded

Call your attention to: attention

Compels me to conclude: conclude

Face up to: Face

Gave assistance to: assistance

Gave an explanation: explanation

Responsible for supervision of: supervision

Conducted an inspection of: inspection

Did the marketing for: marketing