

Quiz 2: Key

Task 1: Identify the type of the meeting of the given scenarios:

(8)

- a. Meeting for the final approval of a company logo. **Decision-making**
- b. Meeting to listen to internal TED talks organized by the HR department. **Team-building/Training**
- c. Meeting to explore different ideas for a successful ad campaign. **Brainstorming**
- d. Meeting to identify sponsor, leader, facilitator, core team, and stakeholders for the project. **Kick-off**
- e. Meeting to discuss the annual performance of the employees. **Performance review**
- f. A group of students prepared a presentation and delivered it to their teacher and classmates. After the presentation, they have gathered to discuss their strengths and weaknesses. **Debrief**
- g. The employees are attending a meeting to learn about the new Standard Operating Procedure for three main tasks. **Information/Training**
- h. An office is organizing a social event and hence the accounts department, sales team, and engineering personnel are meeting to discuss the event organization plan and their contributions. **Kick-off**

Task 2: You are the group leader of a OOP project. You and your group members are currently working on a final project of OOP for this semester. The project is behind schedule and you need to hold a meeting with the group members to discuss and identify challenges that are preventing the group from meeting its goals.

- a. Create an agenda with minimum 'five' discussion items using the format taught in the course. (5)
- b. Write a formal invitation E-mail to your group members as a leader of the group. (5)

Task 3: Revise the following sentences to make them more concrete and specific.

(5)

- a. We spent some time at the party
We spent only 30 min at the party.
- b. I picked up some things at the store
I picked up olives and garlic at the store: the only ingredients I was missing for the pizza.
- c. Strong public speaking skills are an important factor in our managers' career success.
Managers with strong public speaking skills have higher chances to get a promotion.
- d. We're looking for an experienced Computer engineer.
We're looking for a professional computer engineer with 5+ years of experience in _____ and _____
- e. The student enjoyed the class.
- f. ***Kelly enjoyed Professor Sprout's 8:00 a.m. Herbology class.***

Task 4: Eliminating unclear wording to make sentences clear, direct, and straightforward.

(4)

- a. Present design methods are predicated on the assumption that one-piece windshields are preferred by the public.
At present, designers assume the public prefers one-piece windshields.
- b. In the not too distant future, college freshmen must all become aware of the fact that there is a need for them to make contact with an academic adviser concerning the matter of a major.
Soon college freshmen must realize that they need to contact academic adviser for their major choices
- c. The utilization of the apparatus was impeded by the malfunctioning of the components.
The machine did not work because the parts were broken.
- d. It has come to my attention that there is a vast production of undesirable vegetation surrounding the periphery of this facility.
I have noticed many weeds growing around the building.

Task 5: Eliminating unclear wording to make sentences clear, direct, and straightforward.

(7)

- a. When she was forty, Pearl Buck's novel The Good Earth won the Pulitzer Prize.

When Pearl Buck was forty, her novel The Good Earth won the Pulitzer Prize.

- b. Buck received much critical praise and earned over \$7 million, but she was very modest about it.

Buck received much critical praise and earned over \$7 million, but she was very modest about her achievements.

c. Katie was an only child, and it was hard.

Katie was an only child, and her solitary life was hard.

d. Jennifer's sister wondered if she were tall enough to be a model.

Jennifer's sister wondered if Jennifer were tall enough to be a model.

e. Dipping the spoon into the pot of simmering soup, Jean felt it slip out of her hand.

Dipping the spoon into the pot of simmering soup, Jean felt the spoon slip out of her hand.

f. Mary and Tom left their bags at the ticket counter, but then they weren't sure if they were safe.

Mary and Tom left their bags at the ticket counter, but then they weren't sure if their bags were safe

g. The boat bumped the edge of the dock, but it didn't need many repairs.

The boat bumped the edge of the dock, but the dock didn't need many repairs.