

## ASSIGNMENT (SUBJECT: PROFESSIONAL COMMUNICATION)

SUBMISSION DATE: 21-02-2022

**NAME OF STUDENT:** Vishal Dange

**BRANCH:** Information Technology

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**1. Revise the following sentences to improve you-attitude. In some cases, you may need to add information to revise the sentence effectively.**

a. We are pleased to offer you the ability to sign up for health insurance online.

**Ans:** We're excited to provide you with the option of signing up for health insurance online.

b. After hours of hard work, I have negotiated a new employee benefit for you.

**Ans:** I've secured a new employee benefit for you after hours of hard work.

c. In your report, you forgot to tell how many people you surveyed.

**Ans:** You neglected to mention how many people you polled in your report.

d. We provide health and dental insurance to all full-time employees.

**Ans:** All full-time employees are covered by health and dental insurance.

**2. Accentuate the positive.**

a. It is essential that you comply with our request. We shall have to institute legal action against you if you do not remit the full amount of your liability by June 3.

**Ans:** Its miles crucial that you comply with our request. we will have to institute legal movement in opposition to you in case you do not remit the total amount of your legal responsibility by means of June three.

b. Due to an error in processing your order, it will be billed more than once to your account. Credit has been issued and we hope that you have not been inconvenienced.

**Ans:** Your account will be billed multiple times due to a mistake in processing your order. Credit has been granted, and we apologize for any inconvenience this has caused you.

- c. We regret to inform you that the merchandise you ordered is not available. Because of this, we have been forced to cancel your order.

**Ans:** We regret to tell you that the item you requested is currently unavailable. We have been compelled to cancel your order as a result of this.

**3. Rewrite the following sentences to avoid discriminatory language.**

- a. Any worker who flouts the company rules will lose his increment.

**Ans:** Any worker who steps out of line with business guidelines will be demoted.

- b. The Executive Committee constitutes of an engineer, a businessman, and a lady doctor.

**Ans:** An engineer, a businessman, and a female doctor make up the Executive Committee.

- c. An efficient salesman has good time management skills.

**Ans:** A good time manager is essential for a successful salesperson.

- d. Handicap seats in the local buses are strictly for the use of the crippled.

**Ans:** Handicap seats on local buses are reserved exclusively for the disabled.

- e. An Annual Conference on Prevention of Earthquakes was represented by three of our Chinese engineers.

**Ans:** Three of our Chinese engineers attended the Annual Conference on Earthquake Prevention.