**William Chen**

**Levels of formality**

Too informal:

Hey, man, check out the Manning account numbers. The big man will be ticked tomorrow. Watch out! BTW get a load of Jan’s outfit.

Too formal:

Sir, it may be in your best interest to peruse the Manning account report prior to tomorrow’s meeting with the CEO. It is my fear that he will be provoked to take action. Thus, we should prepare for the worst.

1. **Directions: Read the above two sentences and write the same information using business appropriate language and a friendly professional tone.**

­­­­­­­­­Your answer:

Hi, you should probably check the Manning account numbers before tomorrow’s meeting with the CEO. I am afraid that he will be upset, and we should prepare for the worst.

1. **Identify the sentences that use business appropriate language. Be sure to highlight/check all that apply.**
2. The conference report recommends we have fewer corporate rules.
3. Due to increasingly present vicissitudes in the market, we will be employing several corrective actions.
4. Janice, it is recommended that you install a particular mechanism, utilizing a matrix-based structural approach, to measure previously identified performance outcomes.
5. We will be implementing new performance measures.
6. **True or False: Different cultures may have different expectations of how to address people in a business setting.**

* True
* False

1. **Before you can craft sentences using active voice, you need to be able to differentiate between them. Write on the line whether each of the sentences below uses active or passive voice.**

|  |  |  |
| --- | --- | --- |
| The team failed to get the proposal in on time. active |  |  |  |
| He forgot to process the paperwork. active |  |  |  |
| The report was sent by the tax adviser. passive |  |  |  |
| Jenna was told that she would have to take her vacation in March. | passive |  |  |

1. **Choosing Words and Sentences to Convey Meaning Clearly and Precisely.**

Identify the sentences that use direct language effectively. Check all that apply.

1. Linda’s innate ability to create a complex work plan in a short amount of time has provided her with many lucrative and plentiful career opportunities.
2. Attending communication workshops may contribute to your career advancement.
3. You should be sure that you are speaking with a measured pace and pronounce your words clearly.
4. Sales of our signature product have declined since May.

The most basic rule for good writing is to write clearly. Which of these guidelines should you follow to write clearly? Check all that apply.

1. Use positive language.
2. Use dangling expressions.
3. Use specific, concrete language.
4. **Consider the opening paragraph of this email message, and then answer the questions:**

To: Kim Holden <kholden@detract.com>

From: Janet DeVry <devry@business.net>

Subject: Invitation to Participate in STEM High School Career Fair

Dear Kim,

As an employer, students today need to plan for their careers from the time they are younger. This is especially true in some fields. So we want to help them. Students who don’t understand the range of jobs available to them may be reticent to explore new fields of study in college if they don’t understand how those subjects are helpful. Because you get it, we are inviting you to be a participant in our county’s inaugural STEM Career Fair for high school students.

Which is the clearest revision for the first two sentences of this paragraph?

1. As an employer, students today need to understand the importance of early career planning, especially in the fields of engineering and science.
2. If you understand the importance of early career planning especially in the fields of engineering and science, you will plan education more appropriately.
3. As an employer, you understand the importance of early career planning, especially in the fields of engineering and science.
4. **Why is this the best revision option?**
5. It removes dangling expressions and uses specific concrete language.
6. It makes clichés seem appropriate.
7. It avoids clichés and unnecessary jargon, replacing them with familiar words.
8. **Read each of the following sentences, and then choose the best revision to make the sentences more concise without changing the meaning.**
9. Each and every day we must submit a summary of activities due to the fact that our supervisor needs to track our progress.
10. Each day we must submit a summary of activities because our supervisor needs to track our progress.
11. Each and every day we must submit a summary of activities because our supervisor needs to track our progress.
12. Due to the fact that our supervisor needs to track our progress, every day we must submit a summary of activities.

The team members came to the conclusion that the meeting should last two hours.

* The members came to the conclusion that it should be two hours.
* The team members concluded the meeting should last two hours.

Margie is absolutely considered to be an excellent manager.

* Margie is an excellent manager.
* Margie is the type of person who is an excellent manager.
* Margie is a good manager.

**Please post your completed quiz to Bb in the HMWK Due section.**