

Ramona Stevens
Writing Improvement Exercise 2
BUS 121
Spring 2020
February 1, 2020

1) Revise the following statements to make them more positive and courteous.

- a) Peter, you must complete the proposal by Friday.
 - a. Peter, the proposal must be completed by Friday.
- b) A passport cannot be issued until an application is complete and includes a recent photo.
 - a. After we receive a completed application and a recent photo, a passport will be issued.
- c) Hello, team. I have not received any reports yet. When will they be sent?
 - a. Hello, team. Please send reports no later than 5 pm today.

2) Revise the following sentences to reduce bias.

- a) Employees have the right to view their employment records.
- b) A teacher plans her lessons based on the needs of her students.
- c) Mayumi was hired last year.

3) What is the importance of preferring plain language and familiar words? Provide

the professor with two examples. The importance of using preferring plain language and familiar words in your message is to help the audience understand your ideas.

- 1. Equal instead of commensurate
- 2. End instead of terminate

Reference

Guffey, M. E., & Loewy, D. (2019). *Essentials of business communication* (11th ed.). Boston: Cengage Learning.

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