

Writing Improvement Exercise 2  
BUS 121  
Spring 2020

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

- a) Peter, you must complete the proposal by Friday.

Peter, will you please complete the proposal by Friday.

- b) A passport cannot be issued until an application is complete and includes a recent photo.

We look forward to completing your passport application as soon as we receive a completed form with a recent photo of you.

- c) Hello, team. I have not received any reports yet. When will they be sent?

Hello, team. I have not received any reports, please let me know if you need any assistances on completing your reports. We look forward to seeing everyone reports soon, thank you.

**2) Revise the following sentences to reduce bias.**

- a) In 18 or more states, an employee has the right to view his employment record.

a. In 18 or more states, an employee has the right to view their employment record.

- b) An experienced ESL teacher plans her lessons based on the needs of her students.

An experienced ESL teacher plans their lessons based on the needs of the students.

- c) Mayumi, a Japanese professor, was hired last year.

Professor 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 plain language and familiar words helps your audience comprehend your message quickly. The writer needs to minimize the audience

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from misinterpreting their message. If you have a deadline at work to complete an assignment, using big words will leave openings for misinterpretations. The deadline might not be met. Using plain language is very important. If you use a phrase that is only familiar to your culture or beliefs, it can be taken out of context by another person without your same views.

### Reference

Guffey, M. E., & Loewy, D. (2019). *Essentials of business communication* (11<sup>th</sup> ed.).

Boston: Cengage Learning.