

Exercises

In the following 10 questions, select the sentence or expression that would be acceptable in technical and business writing? The answers appear after the last question.

1.

- A. I repeat again, during the period that the office is relocating, we have taken the liberty of introducing flexible working hours.
- B. I repeat, during the period that the office is relocating, we intend to introduce flexible working hours.
- C. I repeat, while the office is relocating, we have taken the liberty of introducing flexible working hours.
- D. I repeat, while the office is relocating, we intend to introduce flexible working hours.

2.

- A. in this day and age
- B. in these modern times
- C. today
- D. at this point in time

3.

- A. the short and long of it
- B. to make a long story short
- C. a condensed recapitulation of transpired events
- D. a summary

4.

- A. It would be appreciated if, in the month of June, we were to engage in a dialogue.
- B. It would be appreciated if, in the month of June, we could have a chat.
- C. Please see me in the month of June.
- D. Please see me in June.

5.

- A. Here is the report you asked for.
- B. Attached herewith please find the investigative literature you demanded.
- C. In view of the fact that you requested it, here is the report.
- D. As per your instructions, I have enclosed the report you asked for.

6.

- A. I am of the opinion that the letter in regard to the defective merchandise is of little merit.
- B. My personal opinion is that the letter about the defective merchandise is of little merit.
- C. I believe that the letter about the defective merchandise is wrong.
- D. My personal opinion is that the letter about the defective merchandise is wrong.

7.

- A. The pamphlet for the purpose of employee financial guidance is inaccurate and should be nipped in the bud.
- B. The pamphlet for employee financial guidance is inaccurate and should be nipped in the bud.
- C. The pamphlet for the purpose of employee financial guidance is inaccurate and should cut off at the pass.
- D. The pamphlet for employee financial guidance is inaccurate and should be reviewed.

8.

- A. In the eventuality the new position is created, it goes without saying that I will apply.
- B. If the new position is created, it goes without saying that I will apply.
- C. If the new position is created, I will apply.
- D. If the new position is created, as sure as the sun rises, I will apply.

9.

- A. The office relocation issue is as dead as a doornail, as of 9 a.m. this morning.
- B. The office relocation is cancelled, as of 9 a.m. this morning.
- C. The office relocation has been cancelled.
- D. At 9 a.m., senior administrators decided to cancel any office relocation.

10.

- A. We think that your claim is not valid.
- B. At this point in time, we are of the opinion that your claim is not valid.
- C. Today, we are of the opinion that your claim sucks.
- D. In our personal opinions, your claim does not possess sufficient validity.

Answers

1, D. 2, C. 3, D. 4, D. 5, A. 6, C. 7, D. 8, C. 9, D. 10, A.