

ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

1. What would you do to ensure you are writing clearly for your audience? (10)
2. Would you use the following to write concisely? (06)
 - a. Active voice
 - b. Adverbs
3. Why are clichés and metaphors not used when writing concisely? (04)
4. How would you ensure that your writing is correct? (10)