

Assignment 1

Total Marks: 30

Q: 1: Short Questions: (12)

- I. What are 4 C's of communication?
- II. What is clear writing? and why it is important?
- III. How is business writing different from other forms of writing?

Q: 2: Re-write the following sentences so that they are more concise. (9)

- a. In the event that payment is not made by January, your license will be suspended.
- b. The invoice was in the amount of \$50,000.
- c. He ordered desks which are of the executive type.
- d. There are four rules which should be observed.

Q:3: Re-write each of the following sentences using the active voice. (9)

- a. The new process is believed to be superior by the investigators.
- b. The office will be inspected by John Rhodes from NYC.
- c. It is desired by this office that the problem be brought before the board.
- d. A complete renovation was required by the new owners.
- e. The letter was typed by Brian, the new assistant.