### Professional Writing

### Chapter Ten Activities

### Relative Clauses Activity

Re-write these sentences to avoid ambiguity.

1. The interest rates fell by 5%, that is interesting.
2. The equipment which we ordered arrived on time which was a great relief.
3. There is only one solution to the problem, which is the course of action, which we must take.
4. Here is a program which eliminates many of the problems which the team has had had with previous models.
5. Methodologies which are a formalised approach to implementing the system vary in their approach which involves both analysis and design.
6. One major problem in science is that no matter how extensively a subject is researched, there will still remain the unknown variable of ‘time’, which often reveals something which was not considered.

**Active and Passive Voice Activities**

1. Convert these sentences into the passive, if possible, and discuss their effects.

1. The experts that the CEO invited confirmed the gravity of the situation.
2. The terrorist squad disarmed the bomb that threatened to destroy the building.
3. The project team leader could not organize the meeting because he broke his leg.
4. The manager decided to extend the deadline by a week to allow the team to finish the first part of the project.
5. Astronomers have discovered a bizarre planet, which is said to orbit our sun in the opposite direction, far beyond Pluto.

Now convert these sentences into the active and discuss their effects.

1. The chemicals are sealed in containers and taken to the laboratory for tests.
2. The analyst felt sure that the files had been tampered with.
3. The plan was approved and permission has been granted to begin implementing it.
4. Your report should be revised carefully before it is submitted for consideration.
5. The discovery of the double helix of DNA was announced by James Watson and Francis Crick in 1953.

2. This extract is written mostly in the passive. Re-write it using active structures and making any other necessary changes. Then observe and discuss the effect of the two versions.

The Employment Contracts Act 1991 has been controversial since it came into force. Generally, it has been opposed by trade unions and supported by employer’s organizations, although different views might have been held by individual unions and employers. In this Act, the machinery of Industrial Conciliation as the primary means of wage fixing was abolished. Also, state sponsorship of the trade union was ended, and protected status taken away from employees. Trade Unionism has been affected substantially by the 1991 Act, and the power in industrial relations was tilted towards employers.

In contrast, in the Employment Relations Act 2000 unions are given the right to represent their members in bargaining for collective employment agreement with employers. This is particularly significant because only union members can be covered by collective agreement. Collective bargaining may be undertaken by non-union members, but any agreement that is reached will be individual.

### Participial Phrases Activity

Combine the following sentences by turning one of them into a participial.

1. The managing director allocated an extra $2 million to our department. He was pleasantly disposed towards our supervisor's project.

2. The General Manger was faced with numerous accusations of misconduct. He was forced to resign in June.

3. Small business owners can give too little attention to choosing a good location for their business. This results in lower profits or even bankruptcy.

4. She attained a good reputation and the admiration of her colleagues in the corporation. Because of this status, she had no problem finding a new job.

5. The Employment Relations Act is based largely on the presumption that the employment relationship is a human relationship. With this attitude, it has been possible to solve successfully many disputes.

6. The unexpected settlement money that the company won in the court case gave them the opportunity to expand their business internationally. This resulted in a surge in confidence and increased optimism among all company members.

# **Subject-Verb-Pronoun Agreement Activity**

Select the correct verbs in the following sentences:

1. The mob (was, were) mindless of the consequences of their actions.

2. Neither the general nor his men (was, were) prepared for the sudden attack; not only the men but also their leader (were, was) ready to retreat.

3. Assessments of essays and the exam (is, are) expected to be completed tomorrow.

4. An estimation of profits and losses (are, is) advisable before deciding.

5. The lecturer, together with her tutors (are, is) going to attend the meeting.

6. Confidence and initiative and courage to take risks (lead, leads) to promotion in that field.

7. The issue most on his mind (are, is) efforts to negotiate a settlement.

8. The audience (were, was) conscious of its power to influence the course of the performance.

9. The decision to install the new computers and to update the software programs have been finalized by the executive committee.

10. Sharks, because of their secretive nature, and potentially aggressive behaviour, has always been a difficult topic of study.

### Punctuation Activities

1. Insert suitable punctuation marks in the following sentences, if necessary:

1. Proposals a common business document are a major problem for writers.

2. The hotel chain provides its customers with affordable reliable and comfortable service.

3. Travel is educational it broadens your horizons.

4. The operator ran the program the disk drive was faulty.

2. Discuss and correct the punctuation errors in these sentences.

1. In addition to cleaning the assistant janitor must safeguard building keys.

2. In some cases students have doubled their reading speed; effectively halving their time spent in researching for assignments.

4. Everything seemed so different, the buildings were all made of red brick and were all very new.

5. The government “red tape” has hindered business operations therefore it is important to assist these businesses in such issues.

6. The majority of young shareholders voiced opposition to the proposed plan, this shows that what older generations took for granted is unacceptable for the younger generations who are better informed on alternative options.

7. If you are tired of three-dimensional reality of the laws of physics and of cause, and effect; then virtual reality games will be congenial for you. As here you can: continually defy the odds, encounter firsts, and lasts, and perform miracles.

8. Martial arts training brings many benefits to stressed professionals; it is good for self-rehabilitation in the health of body mind and spirit. An excellent method for the ailing to energize themselves in the search for well-being, vitality is enhanced and can lead to the confidence required for professional success; in any field.

**General Proofreading Activity**

These sentences contain errors in grammar, style, accuracy, clarity, spelling or punctuation.

1. Having approved the project, the necessary staff was recruited.

2. The basic principal of good writing is clarity.

3. Today pneumatic tyres are fitted to almost all road vehicles, originally they were developed for use on bicycles.

4. One has to be aware of all the facts before you reach an opinion.

5. The decision to introduce computers have already been made.

6. It is estimated that more than a thousand people were effected by the radiation leak.

7. In advertising the brand information includes not only information about the product but also the image related to the product.

8. Although the situation required expert advice, however they attempted to solve it on their own.

9. The refinement process has already started when the minerals will be sealed in the special containers.

10. The report was logical, short, and reading it was easy.

11. In the last couple of years, a pattern has emerged on campus that shows an increase in student enrolments.

12. Everybody must agree for the recommendations to be implemented. This being the standard course of action for implementing recommendations.

13. Through public education, controlling manipulation techniques by making all testing of Genetically Modified Food (GMF) products compulsory, and increasing government funding, safety and acceptance of GMF can be established.

14. The objectives of this report are to establish and strengthen the relationship between small business and government organizations.

15. Judging from the growth rate in small business at 1.4 %, it shows that the country’s economy is in good shape.

16. The government ‘red tape’ has hindered business operations therefore it is important to assist these businesses in such issues.

17. With the change in government policy there represents many potential problems that translate to higher costs for employers and a less flexible work force.

18. Having an information system that is not integrated and cohesive could result in X company’s inability to effectively capture business information about its operations and customer base, which will in turn affect its competitiveness in the market and have a negative effect on its reputation as a company that produces cutting edge products valued by international business world-wide.

19. The Museum offers people a general range of activities, whether as members of the audience, attending events, being part of a guided tour group, retail therapy, enjoying the restaurants and bars or simply taking a stroll.

20. The using of function keys by a user allows the user to carry out some specific functions within the program.