### Professional Writing

### Chapter Two Activities

1. The following sentences are grammatically correct. However, they are inappropriate for professional writing because of ambiguity and/or wordiness. Re-structure the sentences to make them more suited to a professional context.

1. This program has a graphics design capability.

2. The security guards have the responsibility of checking all offices.

3. We opened the project to suggestions with a view to being able to get some ideas on the improvement of the security of the building.

4. Since we hired the new technical assistant, the quality of the equipment has improved.

5. His project will involve a big investigation into how the monetary economy has evolved.

6. There are several organizations that are concerned with the destruction of rainforests.

7. The inspecting officer can do a verification of the data when the manager has made a decision on a suitable methodology.

8. The media could not provide the public with a justification of their manipulation of the information in the news story.

9. When logging in, the data must be completed fully.

10. Non-computer background personnel can do this task.

11. To find the committee room, signs have been posted along the corridor.

12. A detailed analysis of trends and an evaluation of the relations between state and corporation is the purpose of this report.

13. Prolonged use of the battery can cause it to become drained of its energy.

14. Because there is a trend towards fewer and larger offices, it will cause an increase in the demand for computers.

2. The following sentences come from informal genres, such as conversations and

email. Re-write them in specialist style to make them appropriate for a formal

business report. You will need to make up some specific information.

1. The deplorable staff turnover rate could be reduced if those long-awaited fringe benefits could be introduced.
2. You can hardly imagine the effect of incentive pay on staff morale.
3. I don’t understand why anyone would opt for this outrageous solution.
4. Nobody likes to feel unsafe at home, so these building security measures will help to make people feel more secure.
5. I think the Slick Graphics upgrade is a good, solid way to do what we want and we can also save money.
6. Advertisers feed on people’s greed and futile attempt to fill the emptiness of their lives with consumer objects.

3. Re-write the following sentences so that their structures are parallel.

1. He has the ability both to choose a suitable course of action and he can implement his decision wisely.

2. Walking quickly burns as many calories as you burn when you run slowly.

3. It has been found that homo sapiens have not changed anatomically in the last 10,000 years, and also our intellectual capacities are about the same.

4. The court found him guilty of insurance fraud and he has been sentenced to two years imprisonment.

5. From this report it is recommended that the following initiatives be adopted: links with the Chamber of Commerce and Industry, the viability of an information technology school should be examined and also a scheme, which assists small business with accounting matters, should be established.

4. Improve the cohesion in the following paragraphs by using some of the devices described in tis chapter. You may re-arrange sentences and add linkers, but do not re-write the paragraphs extensively. Keep the style and content the same as the original.

A. Romantic individuality may have something to do with the sport's popularity - the fact that one undertakes a kind of Byronic solo adventure when one jumps. The jumpers do their thing in groups and form little outlaw societies in which they approve of and cheer one another. It could be the illegality of the sport that pumps them up. In an interview last April, Kappfjell said he delighted in playing outlaw and "fooling the authorities" as he gained access to his perches (adapted from Rosenblatt, 1999 – **note that the sport mentioned is base jumping**.)

B. Complex systems are particularly good for modelling the complexities of the natural world. During the Gulf War, large quantities of oil polluted the sea. This damaged the ecosystem - but how do you go about measuring that damage and monitoring the ecosystem's recovery? Researchers needed to disentangle a complex web of interrelationships (adapted from Stewart, 1998, p.37)

C. Explorative graphics enable the user to move about a web site by selecting a graphical object. This is an alternative to using text to navigate the web site. They make the web site more attractive while increasing download time. Excessive use of exploration graphics can confuse a user.