

Chapter 5

1. Mechanics include all of the following *except*
 - a. content.
 - b. punctuation.
 - c. number expression.
 - d. word division.
 - e. abbreviations.
2. Which of the following is *not* a way to achieve clarity in your writing?
 - a. Be sure the message is accurate and complete.
 - b. Use familiar words and phrases.
 - c. Emphasize compound sentences.
 - d. Avoid dangling expressions.
 - e. Eliminate unnecessary jargon.
3. Which sentence effectively uses words that are familiar to businesspeople?
 - a. Please ascertain whether the deliverance of merchandise will be forthcoming in the duration of the business.
 - b. He was not cognizant of the actuality that he was still in a probationary period.
 - c. A financial deficit may be encountered during the transitional period following the merger.
 - d. The board of directors will soon meet to discuss acquiring the Sonar Company.
 - e. The accountant will commence to compute the amount of monetary funds that should be allocated for the project.
4. Which statement does *not* contain a dangling expression?
 - a. Eric informed Jason about the policy changes, but he doesn't like the changes.
 - b. While reviewing the corporate report, a few discrepancies were found.
 - c. While traveling to Boston, the auditor will review the financial reports.
 - d. Abraham Lincoln wrote the Gettysburg Address while traveling to Gettysburg on the back of an envelope.
 - e. The manager plans to address the use of cell phones in weekly meetings.
5. Identify the statement that does *not* contain an unnecessarily long word.
 - a. Brian fabricated the events of the accident to circumvent prosecution.
 - b. Please initiate the modification of the innovative computer system.
 - c. William is vital to the success of the convention.
 - d. The vice president will recapitulate the presentation after illustrating the new software.
 - e. Initiate the termination procedures for the dispensable employees.
6. Which sentence does *not* contain a cliché or wordy expression?
 - a. According to our records, you paid your bill after the due date.
 - b. During 2004, the company will focus on redefining its mission statement.
 - c. It goes without saying that customer service representatives must be polite at all times.
 - d. I'd like to take this opportunity to thank the development team for its extraordinary effort on the project.
 - e. Enclosed you will find three copies of the contract.
7. Short and simple words help business writers
 - a. impress their readers.
 - b. emphasize the receiver of the action.
 - c. use jargon to build credibility.
 - d. express their meaning without distraction.

e. use redundancy in appropriate situations.