

**GEB3213 EXAM 2 STUDY GUIDE**

## Chapter 5

46. Mechanics include all of the following *except*

- a. content.
- b. punctuation.
- c. number expression.
- d. word division.
- e. abbreviations.

1. 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.

2. 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 cycle.
- 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 remunerations.

3. 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.

4. 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.

5. 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.
6. 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.
7. Which is not a reason to avoid slang in business writing?
- a. It is too informal.
  - b. It is not businesslike.
  - c. It is identified with a specific group of people.
  - d. It is short-lived.
  - e. It may not be understood by the general population.
8. Identify the sentence that does not contain a cliché or slang.
- a. If you want to play ball with me, you need to increase your offer.
  - b. Let me take this opportunity to congratulate you on your promotion.
  - c. As you requested, I sent a new catalog to the supervisor.
  - d. The bottom line is that we must improve our customer relations.
  - e. If I can be of further help, please do not hesitate to call me.
9. Identify the sentence that does not contain a redundant phrase.
- a. Young adults should plan ahead for retirement.
  - b. Understanding absolute and relative cell references is fundamental to working with spreadsheets.
  - c. The company will give each and every employee a year-end bonus.
  - d. Receive a free gift when you subscribe to our magazine.