

46. Mechanics include all of the following *except*
- content.**
 - punctuation.
 - number expression.
 - word division.
 - abbreviations.
47. Which of the following is *not* a way to achieve clarity in your writing?
- Be sure the message is accurate and complete.
 - Use familiar words and phrases.
 - Emphasize compound sentences.**
 - Avoid dangling expressions.
 - Eliminate unnecessary jargon.
48. Which sentence effectively uses words that are familiar to businesspeople?
- Please ascertain whether the deliverance of merchandise will be forthcoming in the duration of the business cycle.
 - He was not cognizant of the actuality that he was still in a probationary period.
 - A financial deficit may be encountered during the transitional period following the merger.
 - The board of directors will soon meet to discuss acquiring the Sonar Company.**
 - The accountant will commence to compute the amount of monetary funds that should be allocated for remunerations.
49. Which statement does *not* contain a dangling expression?
- Eric informed Jason about the policy changes, but he doesn't like the changes.
 - While reviewing the corporate report, a few discrepancies were found.
 - While traveling to Boston, the auditor will review the financial reports.**
 - Abraham Lincoln wrote the Gettysburg Address while traveling to Gettysburg on the back of an envelope.
 - The manager plans to address the use of cell phones in weekly meetings.
50. Identify the statement that does *not* contain an unnecessarily long word.
- Brian fabricated the events of the accident to circumvent prosecution.
 - Please initiate the modification of the innovative computer system.
 - William is vital to the success of the convention.**
 - The vice president will recapitulate the presentation after illustrating the new software.
 - Initiate the termination procedures for the dispensable employees.
51. Which sentence does *not* contain a cliché or wordy expression?
- 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.
52. 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.
53. 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.
54. 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.
55. 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.**
 - e. When and if profits increase by 15 percent, everyone will receive a raise.
56. The phrase *came to an agreement* is an example of
- a. an expletive.
 - b. unnecessary repetition.
 - c. concise language.
 - d. jargon.
 - e. **a hidden verb.**
57. The phrase *there is* is an example of
- a. **an expletive.**
 - b. a hidden verb.
 - c. a buzz word.
 - d. an action verb.
 - e. jargon.
58. Positive language
- a. is more likely to help achieve your objectives than negative language.
 - b. builds and maintains goodwill between you and your reader.
 - c. often provides more information than negative language.
 - d. can be achieved by stressing what can be done instead of what cannot be done.
 - e. **does all of these.**
59. Two expressions that carry negative connotations are
- a. compound-complex and redundant.
 - b. **will not and cannot.**
 - c. subjunctive and passive voice.
 - d. ethnocentrism and abstraction.
 - e. ambiguity and expletive.
60. Negative language is appropriate when
- a. **your message must be strong and emphatic.**
 - b. the reader wants to retain your goodwill.
 - c. you are focusing your reader on specific facts.
 - d. a sentence contains a hidden verb or subject.
 - e. jargon and slang would be misconstrued.