

ENG201 SOLVED ASSIGNMENT ENJOY FALL 2014

Q 1: Choose the right option from the following. (5)

1. _____ not only conveys information but also establishes a relationship between speaker and listener, or writer and reader.

1. 1. Announcement
2. 2. **Communication**
3. 3. Sentence

2. As a good writer, you should keep in mind the possibility that your communication may be used weeks, months or even years from now by the _____.

1. 1. **future readers**
2. 2. advance readers
3. 3. complex readers

3. One of the qualities of a good technical communication is _____.

1. 1. **accuracy**
2. 2. shortness
3. 3. abruptness

4. Which of the following statements is related to **concreteness**?

1. 1. It focuses on 'you' instead of 'I' and 'we'
2. 2. It involves avoiding accusation and charging the audience without facts.
3. 3. **It encourages the use of active verbs that help make your sentences more specific, concise & emphatic.**

5. The _____ document is a piece of writing that conveys only the needed material.

1. 1. long
2. 2. **concise**
3. 3. explanatory

Q 2: Revise these sentences to state their meaning in fewer words. Avoid passive voice, needless repetition, and wordy phrases and clauses. (10)

Sr. No.	Wordy Sentence	Concise Form
For example:	Ali dropped out of school on account of the fact that it was necessary for him to help support his family.	Ali dropped out of school to support his family.
	It is expected that the new schedule will be announced by the bus	Bus company will announce its new schedule within few days
1.		

company within the next few days.

Trouble is caused when people disobey rules that have been established for the safety of all.

2.

It is very unusual to find someone who has never told a deliberate lie on purpose.

Take idea and try to solve yourself

3.

The beautiful, majestic, breath-taking city of Rome was visited by many tourists from

It's very hard to find someone who has never told a lie deliberately.

4.

America during the hot summer. Many website creators choose to simply fill websites with

Many Americans tourists visited splendid city of Rome during summer.

5.

advertisements.

Take idea and try to solve yourself