

Editing Notebook

Exercise 14

- a. I finally must admit that I am an abuser of intoxicating beverages.
I drink too much beer.
I abuse alcohol.
- b. I was less than candid.
I lied
I didn't tell the complete truth.
- c. This employee is poorly motivated.
Frank doesn't come to work on time, and when he is here, he does not complete his work.
- d. Most entry-level jobs are boring and dehumanizing.
?
- e. Clerical jobs offer no opportunity for advancement.
Clerical jobs have few chances for promotion.
- f. Because of your absence or candor, we can no longer offer you employment.
Because you lied, we cannot offer you the job.

Exercise 15

- a. Anaerobic fermentation is used in this report.
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- b. Your crew damaged a piece of office equipment.
Your workers Frank and James damaged our office copier and a computer as they repaired the air conditioning leak in the ceiling.
- c. His performance was admirable.
His presentation at the meeting was clear and comprehensive, and Frank, the company owner, was impressed.
- d. The thing bothers me.
The slight whine issuing from the computer CPU gives me a head ache.

Exercise 16

- a. Further interviews are a necessity to ascertain the most viable candidate.
We need more interviews to determine the best candidate.
- b. You are all invited to the company picnic.
The boss invited everyone to the company picnic.
- c. Employees must submit travel vouchers by May 1.
Employees should submit travel vouchers by May 1. ???

- d. Persons taking this test should use the HELP option whenever they need it.
If you need help while taking the test, use the HELP key.
- e. I am not unappreciative of your help.
I appreciate your help.
- f. My disapproval is far more than negligible.
I greatly disapprove.
I disapprove strongly.