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.
   ?
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 headache.

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.