ENG301
Assignment No: 1 – Solution
By
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Q No:1

(i) I have requested that your parcel is sent out today.

(ii) You will receive your parcel by Thursday .

(iii) Thank you for providing us the opportunity to serve you.

(iv) I am glad to hear that you have chosen our firm.

(v) We provide health insurance to all workers.

(vi) You receive health insurance as a full-time Procter and Game worker.

(vii) We are shipping your order of September 21 this afternoon.

(viii) The two dozen corning ware starter sets you ordered will be shipped this afternoon and should reached you by September 28.

(ix) We are glad to extend you a credit line of $5,000.

(x) You can now charge up to $5,000 on your American Express card.

Q No:2

1._____ is achieved in part through a balance between precise language and familiar language. (Clarity, Conciseness)

2.A _____ message save time and expense for both the sender and the receiver. (Complete, Concise)

3._____ is politeness that grows out of respect and concern of others. (Courtesy , Consideration)

4. Denotative words will be used instead of connotative words to achieve _____ .
(Concreteness , Completeness)

5. You should verify your statistical data, double-check your totals avoid guessing of laws that have an impact on sender or receiver and determine whether a fact has changed over a time to achieve _____ . (Correctness , Coherence)