

- c. A skilled assistant proofreads her boss's documents and catches any errors he makes.
- d. Curtis is crippled with arthritis, but his crippling rarely interferes with his work.
- e. Recently appointed to the commission are a lady lawyer, a Nigerian CPA, and two businessmen.
- f. The conference in the Bahamas offers special side trips for the wives of executives.

4.5 Plain Language and Familiar Words (L.O. 4)

YOUR TASK Revise the following sentences to use plain language and familiar words.

- a. The writer tried to obfuscate the issue with extraneous and superfluous data.
- b. To expedite ratification of the agreement, we beseech you to vote in the affirmative.
- c. Although the remuneration seems low, it is commensurate with other pay packages.
- d. Bank tellers were interrogated after the robbery, but no strong evidence materialized.
- e. Researchers dialogued with individual students on campus, but subsequent group interviews proved fruitless.

4.6 Precise, Vigorous Words (L.O. 4)

YOUR TASK From the choices in parentheses, select the

e-mail so that it reflects some of the writing techniques you learned in this chapter. How can you make this e-mail more courteous, positive, concise, precise, and audience oriented? Consider revising it as a collaboration project using Word's **Track Changes** and **Comment** features.

To: All Supervisors and Departmental Managers

From: Richard Mangrove, Vice President, Employee Relations

Subject: Dangerous Employee Performance Evaluations

All,

This is something I hate to do, but I must warn you that recently one of our employees filed a lawsuit against the company because of comments a supervisor made during a performance evaluation. This did not have to happen. Look, people, you must do better!

Because none of you are dense, here are suggestions you must share with all supervisors and managers regarding companywide evaluations:

- You cannot accurately evaluate an employee's performance unless you have a system to measure that performance. That's why the obvious very first step is developing performance standards and goals for each employee. To be effective, these standards and goals must be shared with the employee. However, don't do it orally. Do it in writing.
- The performance of each employee must be monitored throughout the year. Keep a log for each worker. Note memorable incidents or projects in which he was involved. But don't just keep favorable comments. I know