

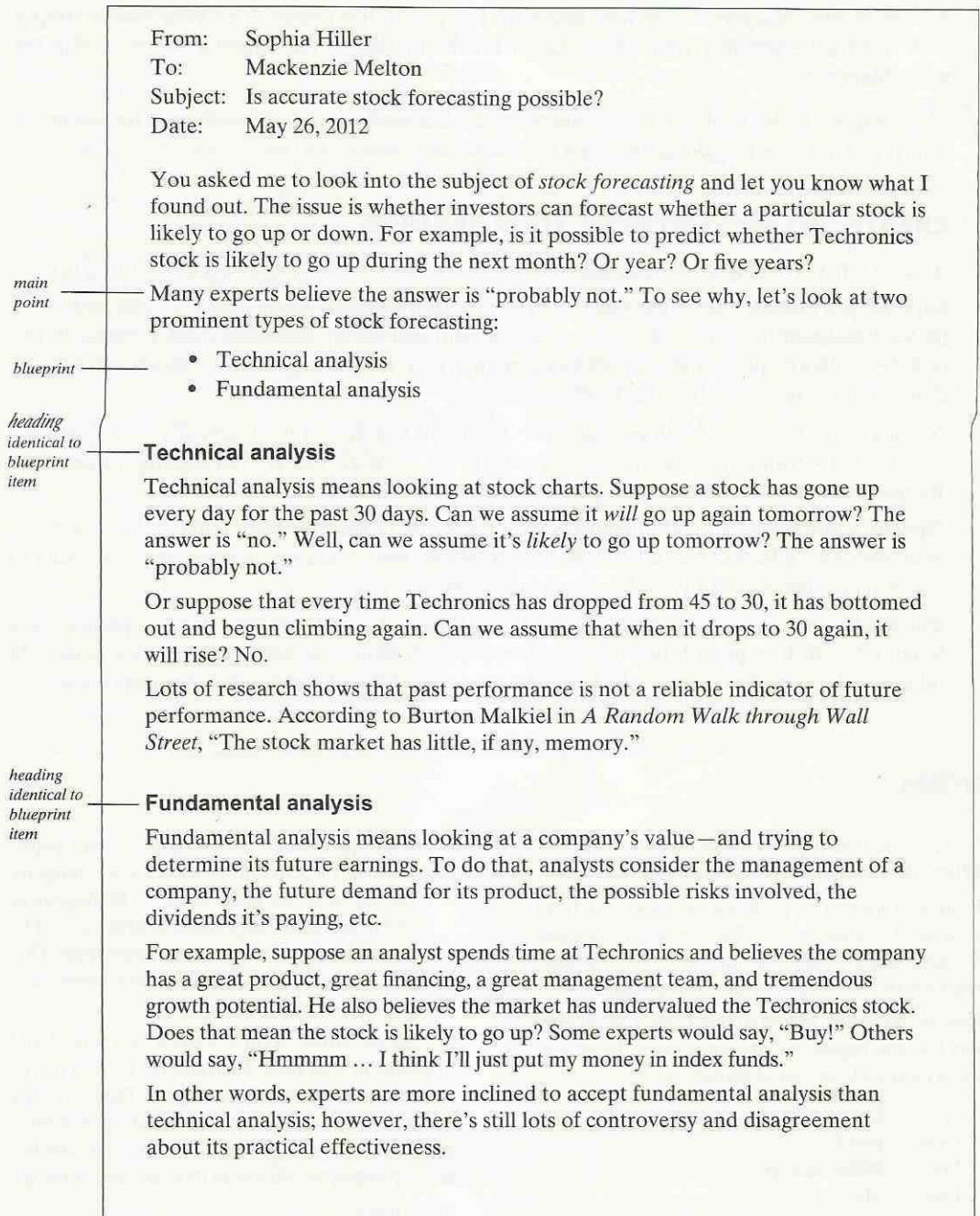
## Business Communication Assignment

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"Make it short, and use plain English"

1-Rewrite this entire memo so that it has a better subject line and begins with the main point. Be sure to use a clear style and good layout.

2-Use convincing details in your analysis: not just that the sentence length is good or bad, but how long the average sentence length is, and how you would shorten some of the long sentences. And not just that there are too many passive verbs, but what they are and how you would change them to active voice. Don't be too sketchy in your analysis.



**FIGURE 5.2** Memo with Blueprint and Headings to Match