

## Problem Set #1

### CLEAR, CONCISE WRITING

Rewrite the following sentences more clearly and concisely.

1. Attempts were made on the part of the engineering staff in regard to the assessment of the project/

*THE PROBLEM: Weak subject and verb. Make "the engineering staff" the subject.*

*YOUR REWRITE:*

2. They will be given the same treatment as local firms in terms of regulation.

*THE PROBLEM: Weak verb. Use a strong verb that shows action.*

*YOUR REWRITE:*

3. Our report begins with a brief assessment of Norway's key characteristics and macroeconomic climate. The current structure of the Norwegian bottled water industry is then reviewed, and a profit potential analysis is performed.

*THE PROBLEM: Passive voice.*

*YOUR REWRITE:*

4. A Pro/Con analysis has found that adding the new machine to our assembly line would mean interrupting our operations to set up our testing equipment to work with that machinery.

*THE PROBLEM: (a) weak subject (what is a Pro/Con analysis?); (b) too many phrases (to set up our . . . equipment, to work with that machinery).*

*YOUR REWRITE:*

5. XYZ Corporation provides for the running of the plants with its own employees.

*THE PROBLEM: Weak verb. Use a strong verb that shows action.*  
*YOUR REWRITE:*

6. Our engineering group recently encountered a video display terminal (VDT) internal procurement situation which will significantly impact the cost of our bank teller machines.

*THE PROBLEM: Stacked nouns (. . . video display terminal (VDT) internal procurement situation . . .).*  
*YOUR REWRITE:*

7. This section presents an overview of the construction industry in Spain. The construction industry in Spain, while somewhat different than the U.S. construction industry, offers several favorable conditions for entry.

*THE PROBLEM: Repetition of words.*  
*YOUR REWRITE:*

8. My experience with respect to communication in a business environment has been limited, although I do have some background in communicating in an organizational setting as a result of various positions I held in student government.

*THE PROBLEM: Unnecessary words.*  
*YOUR REWRITE:*

9. In serving these customers, Club Med needs to meet the service and facility expectations which accompany these travelers.

*THE PROBLEM: Stacked nouns (. . . service and facility expectations).*  
*YOUR REWRITE:*

10. The World Bank has conducted a study on the cost of natural resources. The World Bank report shows that Mexico's resources are one of the cheapest in the world.

*THE PROBLEM: Unnecessary words.*

*YOUR REWRITE:*

11. Corporate tax rates in Thailand are currently the sixth lowest in the developing world. Corporate tax is currently 35%, which is low by the standards of the developing world.

*THE PROBLEM: Unnecessary words.*

*YOUR REWRITE:*

12. In addition, the Ningbo area offered additional benefits of being close to the potential market, close to available employee pools, and easy deep-water port access.

*THE PROBLEM: Lack of parallel structure.*

*YOUR REWRITE:*

**CRITERIA  
FOR GRADING**

The problem sets will be graded 0, 1, or 2 with the grade primarily reflecting the amount of effort that was put into them.