

POST. TEST

Part I: You must do all the items.

I. Rewrite the following *negative* statements in *positive* terms. (10 points)

1. We have to delay our delivery because of the train strike.

.....

2. You failed to give us the sizes of your sweaters.

.....

3. We cannot sign the contract because we don't understand it.

.....

4. Nobody has ever complained about the quality of our washer and dryer.

.....

5. Your order will not be ready until next Saturday.

.....

II. Rewrite the following sentences so that all the verbs are in the active voice.

(10 points)

1. This wrong order can be kept on a consignment basis.

.....

2. The building will be planned and inspected by a special committee.

.....

3. A new law was passed to obtain more revenue for the government.

.....

4. An assessment of the project has been asked for by the company.

.....

5. Priscilla's contract cannot be terminated right now.

.....

III. Rewrite the following statements to make them simpler, clearer, and more

direct points)

1. I understand that the estimates will be free of charge.

.....

2. The manager was of opinion that our company lost a lot in the past year.

.....

3. The CEO has come to the decision to expand another plant in the area.

.....

4. Our customers express their preference for our latest car model.

.....

5. We have enclosed in this letter our check in the amount of \$200.

.....

IV. Make the followine statements more specific. Invent any necessary details.

(10 points)

1. The manager asked everybody to attend the meeting.

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2. Please send me your magazine.

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3. The lecture will be on Thursday.

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4. Thank you for your check.

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5. Our sales will start soon.

.....

Part II: You are to do 3 items. (60 points)

1. Write a **memo** from the executive secretary to all employees informing them of an upcoming marketing **conference** in Atlanta, Georgia on March 8-9. The conference leaders are well-known experts in the marketing field. **Since** the conference fee is 200 dollars including all materials and lunch each day, the company can afford only five employees to attend the conference. Anyone interested in the program must apply for a grant no later than 15 February.

2. Write **a complaint letter** from Mr. John Hopkins, 41 Maiden Lane, New York, New York 10002 to Mr. Thomas Shandy, Sales director of Handleman & Burns, Inc., 8 1 Warren Street, New York, New York 10003. The reason of your complaint is your dissatisfaction with the quality of Atlas photocopier that broke down after five months of use.

3. Write **a sales advertisement** to people in your community to persuade them to have meals in your restaurant.

4. You are at 3200 North Cicero Street, Des Moines, IA 50317. You have been a cash customer at Dillards, a large department store at 7194 West End Avenue, Des Moines, IA 50624 for **two years**. Write **a credit letter** to Dillards asking to be their charge customer to make your shopping there more convenient.

5. You are the director of the accounting department of the Water-ford Stores. Send a news release to **The Nation** announcing the addition of a new member to your staff. Stephen Hall, a certified accountant, earned his bachelor's degree at Bowles College. Before coming to Water-ford, he was an accountant with Deck & Deck, a private accounting firm. Write about Mr. Hall's background as well as his expertise and welcome him to the company.