

WRITING POWER

ACHIEVING WRITING POWER

The following sentences are feeble. On the lines provided, rewrite the sentences with writing power.

1. The check stub should be written first; then write the check.

2. Evans in a very short time will be considered one of the best sales representatives on your staff.

3. During the early weeks of spring, homeowners are eager to work on their lawns because we feature special prices on our grass seed and fertilizer.

4. An executive must be alert, or they will lose their reputation for efficiency.

5. My boss wants to know the name of that firm where you can order calendars imprinted with your company name.

6. It was too late to take up the next topic on the agenda, and the meeting adjourned.

7. The sales quotas are increased, and the sales representatives have been notified.

8. The chairperson was pleased with the speech as well as the audience.

9. Our computer was purchased two years ago. It has worked well. It has cost little for servicing.

10. In order to obtain the best results; business communications must be smooth, powerful, and clear.
