

Conversational but Professional Solutions

1. *Too formal, wordy, contains a typo*
All managers should give the prepared documents to involved staff members quarterly.
2. *Too informal, uses impolite language, wordy*
Steve, Gretchel has agreed to go with Benny's idea.
3. C
4. *Too formal, wordy*
Despite the sudden events, you must attend meetings and finish the job on time.
5. *Too informal, uses inappropriate abbreviation*
Mike, do you have the documents you promised me a few days ago?
6. C
7. *Too formal, wordy*
Because you have not completed the assignment, we are dismissing you, according to the terms of the contract.
8. *Too informal, grammatically incorrect, use of abbreviations*
Are you coming to the meeting at 3:00? I think the boss is expecting you.
9. *Too formal, wordy, typo*
Your vacation is approved. Have fun!
10. *Too formal, wordy*
All employees must wash their hands.

