

# Managing paragraph focus(p86-88) report sample

[Profession](#)



## **Writing Improvement Exercise**

Small businesses should consider investing in a graphic designer for important visual communications. Professional graphic designers can be helpful to both large and small businesses. Large corporations have the resources to hire graphic designers to help with key projects. Logos, business stationery, business cards, and websites would benefit from a polished professional image. These types of projects may include corporate brochures and annual stockholder reports.

Foreign Service careers are certainly not for everyone. However, careers in the Foreign Service offer special rewards for highly-qualified people. Foreign Service employees enjoy the pride and satisfaction of representing the United States abroad. Many are in remote countries where harsh climates, health hazards, security risks, and other discomforts exist. They enjoy frequent travel, enriching cultural and social experiences in living abroad, and action-oriented work.

According to a recent poll, more than half of all white-collar worker dress casually at work. Many high-tech engineers and specialists have given up formal suits in favor of casual slacks and dresses. In our own business, our consultants say they stand out because they are attired in traditional business suits, while the people they visit are usually wearing comfortable, casual clothing. I recommend that we establish an optional business dress policy allowing consultants to dress casually, if they wish, in and out of the office while performing assigned duties.

## **Making Sentences Economical (p79-81)**

4. Successful Salespeople received the best rewards.
5. This area ranks in the top 5 percent per capita income.
6. A wrinkle-resistant fabric was used to make our new coats.
7. Our office majors in counting supplies not used in production.
8. This is probably a critical condition.
9. Effecting an overtime pay rate is our major goal.
10. Mr. Wilson replaced the old machinery with new ones.
11. This confidential information should not be shared.
12. The group agreed that Wellington was wrong.
13. The next meeting will be held in November.
14. Adequate training is required so as to improve employee's customer service skills.
15. Company Sales figures improved in the Baltimore branch.