

## LANGUAGE AND COMMUNICATION EXERCISES

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*Identify the errors in the following text and make the necessary corrections.*

1. Good communication is a measured by it's effectiveness.
2. There are many indictors of affective communication.
3. I cant bare to see you crying.
4. I will except your extuse this time but nevar agen.
5. It is a persons' right to free speach.
6. Its hard to see the picture when its resting on it's side.
7. Who's phone is this?
8. The person who's topped the class is very smart.
9. The test was long, and it took two hows too finish.
10. After I sore the correct answers I right them in my book.
11. Incidents of inappropriate behavior were reported by me.
12. The hole class understand the work.
13. The class took responsibility themselves for there actions.
14. The marks in the last test is not good enough.
15. A football team where seen on the bus.
16. The construction sight was cluttered.
17. Could you please site my legal rights.
18. The car drove out of site.
19. I dont now what Im doing I need to stop and reconsider.
20. And then we all started to right the answers down.

**ENGINEERING COMMUNICATION**

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*Rewrite the following as objective statements.*

1. The questions took a long time to answer.
2. The beam was quite strong.
3. The circuit had considerable resistance.

**Succinct writing**

*Rewrite the following passage and reduce it by at least 20 words while conveying the same meaning.*

Understanding the communication process helps you to receive and broadcast information that will have an effect on the flow of communication in the workplace no matter the industry or role you may have. When working in any workplace environment, you will be in contact with a wide range of people daily, ranging from your work colleagues, through to customers. Many times you may be in contact with suppliers to the company, even visitors to the workplace. Developing effective communication skills is extremely important when you are in constant contact with people as you would be in most workplace environments.