

LANGUAGE AND COMMUNICATION EXERCISES

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

1. Good communication is a measured by it's effectiveness.

Good communication is measured by its effectiveness.

2. There are many indictors of affective communication.

There are many indicators of effective communication.

3. I cant bare to see you crying.

I can't bear to see you crying.

4. I will except your extuse this time but nevar agen.

I will accept your excuse this time but never again.

5. It is a persons' right to free speach.

It is a person's right to free speech.

6. Its hard to see the picture when its resting on it's side.

It's hard to see the picture when it's resting on its side.

7. Who's phone is this?

Whose phone is this?

8. The person who's topped the class is very smart.

The person who's topped the class is very smart.

9. The test was long, and it took two hows too finish.

The test was long, and it took two hours to finish.

10. After I sore the correct answers I right them in my book.

After I saw the correct answers I wrote them in my book.

11. Incidents of inappropriate behavior were reported by me.

Incidents of inappropriate behaviour were reported by me.

12. The hole class understand the work.

The whole class understood the work.

13. The class took responsibility themselves for there actions.

The class took responsibility themselves for their actions.

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14. The marks in the last test is not good enough.

The marks in the last test were not good enough.

15. A football team where seen on the bus.

A football team was seen on the bus.

16. The construction sight was cluttered.

The construction site was cluttered.

17. Could you please site my legal rights.

Could you please cite my legal rights?

18. The car drove out of site.

The car drove out of sight.

19. I dont now what Im doing I need to stop and reconsider.

I don't know what I'm doing; I need to stop and reconsider.

20. And then we all started to right the answers down.

We all then started to write the answers down.

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Rewrite the following as objective statements.

1. The questions took a long time to answer.

The questions took 2 hours to answer.

The questions took longer than the scheduled time to answer.

2. The beam was quite strong.

The beam had an overcapacity of 200%.

The beam had a bending strength of 100 kNm.

3. The circuit had considerable resistance.

The circuit had double the required resistance.

The circuit had a resistance of 500 kΩ.

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. (99 Words)

Understanding the communication process helps you to receive and broadcast information effecting communication flow. Your role may entail you being in daily contact with a wide range of people, ranging from your work colleagues, through to customers and suppliers, even visitors. In all these situations, developing effective communication skills is extremely important. (52 Words)