Internet research

'Local High School Dropouts Cut in Half'
'Miners Refuse to Work after Death'
Visit the humor section of the US government's plain language site www.plainlanguage.gov/examples to find the best examples of ambiguous language.

Language focus

4 **Match the examples of officialese 1–10 with the reader-friendly versions a–j.**

1	it is recognized	a)	difficulty
2	with a view to alleviating	b)	immediately
3	adjacent to	c)	there's not enough
4	it is imperative	d)	if there was
5	it is inadequate	e)	next to
6	staff are reminded	f)	please remember
7	area of concern	g)	we must
8	in the event of	h)	thank you for …
9	forthwith	i)	to solve
10	… is appreciated	j)	we realize

Writing a memo

5 **With a partner, rewrite this memo in a reader-friendly style. Refer to Exercise 4 to help you.**

To: All staff **From:** April Jenkins, site manager

Date: 10/8/12

Subject: Parking

It is recognized that on-site parking is currently inadequate and plans are currently being examined with a view to alleviating the problems.

One current area of concern is the area adjacent to the logistics warehouse. In the event of a fire, it would be very difficult for emergency vehicles to reach the fuel tanks behind the building. It is imperative that access to this and all buildings is kept clear.

Members of staff are therefore reminded that vehicles may only be parked in the official car parks. As from Monday 13 August any cars parked on access roads will be removed forthwith. The assistance of all motor vehicle users in this matter is very much appreciated.

Glossary PAGE 151

alleviate
fine
forethought
forthwith
officialese
time frame

Output

6 1:41 **Listen to a voicemail message from your manager and write the memo he refers to.**

7 **Work with a partner. Your top management have asked you to make a proposal for the company's three-day international IT conference. Think about these questions.**

1 Why is an IT conference important to an international company?
2 What objectives do you think management want to achieve?
3 What are the ingredients of a successful conference?

8 **Write a memo proposing dates, a location and a programme for the IT conference. You will also need to get approval for your budget. (Last year's budget was $700 per person.)**

9 **Read all the memos and vote for the best proposal.**