



## Cool Down Questions (Practice)

### Part A – Be Concise

Revise these sentences so they are more concise.

1. My role as team leader is to motivate the team to complete the project.

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2. There are many questions that we need to answer about this project.

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### Part B – Be Precise

Combine these sentences to be more precise. Think carefully about the transition words you can use. When you've finished, combine them another way and see how you can change the meaning by changing the transitions words.

1. I'm going to stay in a condo. My friend invited me to Vancouver. There is an excellent concert on Saturday night.

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# Writing Effectively and Accurately

## Part C – Be Accurate

Revise these sentences to be more grammatically accurate.

1. We were exhausted at the end of the day. Having travelled by train all the way to Portland.

2. The instructor proposed a fascinating topic for the workshop, the students needed to sign up by Friday.

## Part D - Paragraphs

1. Explain the four key qualities of an effective paragraphs and why each one is important to the successful communication.