

**1 When you write at work, do you check your writing for correct English and punctuation? Tick a, b or c.**

- a I check all my writing.
- b I check my writing if it's for a client or my boss (but not to a colleague).
- c I never check my writing.

**2 Find examples of these types of punctuation in the technical report.**

- |                   |                   |
|-------------------|-------------------|
| a full stop       | e capital letters |
| b comma           | f colon           |
| c apostrophe      | g bullet points   |
| d quotation marks |                   |

To: Niles Bowden, MD

From: Regional Technical Manager

Subject: Report on Eagle Shelf Oil Field

The Eagle Shelf Field used to produce 500 barrels of oil per day. Since 2010 this number has decreased to 350 in 2011, 200 in 2012, and 100 in 2013. The last report on this field said, 'This field is increasingly unprofitable, so we recommend closing it down within 12 months.' However, there's still a lot of oil in the ground so I propose the following action:

- Stop work at the field and send workers to other fields in the region.
- Study the possibility of hydraulic fracturing at the field.

*hydraulic fracturing: a technical process where you take oil from rocks, also called 'fracking'.*

**3 Complete these rules with the punctuation words from Exercise 2.**

- 1 Use a full stop at the end of a complete sentence.
- 2 Use a \_\_\_\_\_ between clauses, before direct speech and with lists of items.
- 3 Use \_\_\_\_\_ at the beginning of a sentence, with names of people and places, job titles and abbreviated titles.
- 4 Use numbers or \_\_\_\_\_ with lists of sentences.
- 5 Use \_\_\_\_\_ to report the exact words of another report.
- 6 Use a \_\_\_\_\_ to introduce a division in subheadings and before a list of items (e.g. numbered or bulleted lists).
- 7 Use an \_\_\_\_\_ for missing letters and possessives.

**4 Read the extracts from different types of business writing and add the missing punctuation. There is one mistake in each line.**

- 1 Further to our phone conversation I am sending you our price list.
- 2 Dear mr Wright, ...
- 3 Subject Results of survey
- 4 The last report said, the results of the new measures have been very positive.
- 5 Ms Kemps flight is at three.
- 6 Do not hesitate to contact me for further information
- 7 In conclusion, I think we should:  
Close the two warehouses in Rouen and Marseille.  
Open a larger warehouse in Lille.
- 8 Mr Brown from the uk office wants you to call him back.

**5 Rewrite this short report with correct punctuation.**

to peter roe ceo

from head of uk production

subject production in brownlow factory

the brownlow factory used to produce 20 cars per day since 2011 this number has decreased to 14 in 2011, 11 in 2010, and 8 in 2013 the last report on this factory said the Brownlow Factory can't be saved, so we suggest it should be closed immediately however I think the problem is technical so I propose the following action

introduce two new production lines with modern equipment

only produce cars at his factory and produce trucks at our lofthouse factory

**6 Look at a piece of your writing in English from previous lessons. Check the punctuation. Is it correct?**

I CAN

use correct punctuation

check my writing for punctuation