

The Department of Redundancy Department (cont.)

Verbose, Wimpy Verbs

1. achieve improvements
2. be in the possession of
3. call your attention to the fact that
4. conduct an investigation
5. are found to be in agreement
6. make an examination of

Concise, Strong Verbs

improve

[Answers: 2. possess (have, own) 3. show (point out, alert)
4. investigate 5. agree, 6. examine]

Now you are ready to trim the following sentence:

Upon the final completion of Project A and after we carry on the work of developing a report that is brief in duration, it is incumbent upon us to begin implementation of Project B.

Here's one possible revision:

After completing Project A and developing a brief report, we will begin Project B.

Which version would you rather read? It is the same one your boss and clients prefer. They don't want to read writing from the Department of Redundancy Department either.

"Take care that you write accurately rather than much."

- Erasmus

"To write simply is as difficult as to be good."

- W. Somerset Maugham

Satisfied Client Tells All

Miryan Luna, President of Luna's Clinic, a therapeutic skin care facility in Virginia Beach, confesses: "I have always been a little bit intimidated to speak English because I have a heavy Colombian accent." So she approached Professional English for help. The staff worked with Luna to improve her pronunciation, grammar, and writing skills.

Luna attributes her success with the language to Professional English's focus on what she calls "the critical words" that apply to her skin care business. "I am learning to say the important words for my business the right way," she reports. "I am learning to move my mouth and my muscles in new ways to make pronunciation easier."

"I would recommend Professional English to anyone – even native English speakers. The learning is fun, and the trainer's attitude is open and easy. I feel very comfortable working with Professional English, and my confidence for speaking English has greatly improved."

Dear Dr. A:

When should I use **who** and **whom**? I'm not sure which one is correct, so I often rewrite sentences to avoid using the wrong one. Help!

**Alison S.
Chesapeake, VA**



Dear Alison:

Fear not! There is a simple test to determine if you have used **who** and **whom** correctly. Try substituting **he** and **him**. **He** and **who** can both act as subjects, while **him** and **whom**, which both end in "m," act as objects. Here are some examples:

Who called me? I know **who** saw it.
He called me. I know **he** saw it.

Whom will we elect? = We will elect **whom**?
We will elect **him**.

Later we learned **who** sent the letter to **whom**.
Later we learned **he** sent the letter to **him**.

Even if the true answer should be **her** (not **him**), I try the **him** substitution because it is easy to remember that both **him** and **whom** end in "m."

Send your questions about proper English usage to Dr. Maureen Archer (info@allenglishtraining.com)

Creating Persuasive Presentations

Strong communication skills are critical for success in today's business world. If your employees have the skills to create and give successful presentations, your business will gain a competitive edge.

Professional English offers a practical, hands-on workshop that gives participants the skills needed to overcome anxiety, to use the right words and the right visuals to make their point most strongly, and to handle difficult questions from audience members. "Our American and German staff especially liked seeing themselves on videotape and receiving constructive advice about their speeches," said Linda Keith, HR Manager of INIT Innovations in Transportation, Inc.

Creating Persuasive Presentations can be offered at our location or at yours. The material is adaptable to a two, one, or half-day time frame.

Call today to let us offer you the strategies that have made other companies' presentations so effective.