ACTIVITY 1:

Fill in each blank in the email using an appropriate reference (e.g. it, that, this, so, one, those, etc.). Think about how to avoid repetition using substitution, ellipsis, or pronouns.

Hi team,

I've reviewed the Q3 report, and I must say, (1) _ _ _ _ was quite thorough. Thanks to the finance department for preparing (2) _ _ _ _ .

I noticed a few inconsistencies in the projections. Please double-check (3) _ _ _ _ before we send the final version.

We discussed the client feedback last week. Most of the concerns are valid; let's address (4) _ _ _ _ during tomorrow's stand-up.

I thought Julia had sent the revised budget, but she hasn't done (5) _ _ _ _ yet.

If you need clarification on the numbers, James can help —he worked on them, and no one knows (6) _ _ _ _ better.

Also, we'll need the PowerPoint slides ready. John can take care of that, as he did (7) _ _ _ _ last quarter.

Thanks,

Maya

ACTIVITY 2:

Rewrite the second sentence in each pair to avoid repetition. Use reference devices such as pronouns, demonstratives, substitution, ellipsis, or cataphoric reference.

1) I wrote a proposal. The proposal outlines the timeline for the project.

2) We designed a new logo. We'll send the new logo to the client.

3) The managers approved the budget. The managers also approved the hiring plan.

4) The analyst reviewed the chart. That surprised me. (Hint: use cataphoric reference)

5) I expected detailed answers. What I got were vague answers.

6) We suggested hosting a webinar, and the marketing team suggested hosting a webinar, too.

7) I thought the edits were ready. The edits weren't ready.