*Assignment # 2: “The Basics”*

General guidelines: You do not need to rewrite the question; **if the question asks for lists, use a list format, not paragraphs with commas. The following is a list format (which you should read).**

**Principle #1 in Professional Writing is using lists rather than paragraphs and long sentences.**

* Answers can be in phrases rather than sentences.
* You may also save this document and enter the answers in between the questions. This is not required, but it is very helpful.
* Submit only one assignment per e-mail.
* You will receive a response that either says: “Assignment # \_\_ complete OR
* If corrections are needed, they will be indicated in the response.
* Reply to the response with the corrections; do not create a new e-mail for the corrections.
* I have watched and taken notes on the video lesson for this assignment and have reviewed the related sections of the Class Notes: Yes ( ) No ( )

1: All communication has only two possible purposes (more information in the Class Notes and related video lesson):

* *To inform*
* *To affect*

*Exercise: Indicate whether the major purpose of each sentence or phrase below is to inform or affect* ***(I for inform; A for affect****): Apologies to the author of The Princess Bride for the items below.*

*\_\_\_\_\_\_\_1. My name is Inigo Montoya. You killed my father. Prepare to die.*

*\_\_\_\_\_\_\_2. Prince Humperdinck was shaped like a barrel. His chest was a great barrel chest, his thighs mighty barrel thighs.*

*\_\_\_\_\_\_\_3. ﻿Four of them met in the council room of the castle. Prince Humperdinck, his confidant, Count Rugen, his father, King Lotharon, and Queen Bella, his stepmother.*

*\_\_\_\_\_\_\_4. The Dread Pirate Roberts was 6 feet 4 inches tall and weighed 212 pounds.*

*\_\_\_\_\_\_\_5. ﻿Queen Bella was shaped like a gumdrop. And colored like a raspberry.*

*\_\_\_\_\_\_\_6. R.O.U.S. -- an abbreviation for Rodents of Unusual Size.*

*\_\_\_\_\_\_\_7. ﻿Westley said, “Do I love you? If your love were a grain of sand, mine would be a universe of beaches.”*

*\_\_\_\_\_\_\_8. ﻿Princess Noreena was from Guilder, the country that lay just across Florin Channel. (In Guilder, they put it differently; for them, Florin was the country on the other side of the Channel of Guilder.)*

*\_\_\_\_\_\_\_9. ﻿But—in the farthest corner of the Great Square— —in the highest building in the land—deep in the deepest shadow—the man in black stood waiting. His boots were black and leather. His pants were black and his shirt. His mask was black, blacker than raven. But blackest of all were his flashing eyes: flashing and cruel and deadly . . .*

*\_\_\_\_\_\_\_10. ﻿The beef-witted featherbrained rattleskulled clodpated dim-domed noodle-noggined sapheaded lunk-knobbed boys only spoke pig Latin.*

 *\_\_\_\_\_\_\_11. The Cliffs of Insanity were 2,700 feet high.*

*\_\_\_\_\_\_\_12. ﻿He walked like a crab, side to side, and* *﻿probably if he had wanted to be a ballet dancer, he would have been doomed to a miserable life of endless frustration.*

*\_\_\_\_\_\_\_13. ﻿At 8:23 and twenty seconds, King Lotharon made his entrance to the dinner. \_\_\_\_\_\_\_14. ﻿The Central Square of Florin City was filled with 100,000 people, awaiting the introduction of Prince Humperdinck’s bride-to-be, Princess Buttercup of Hammersmith.*

*\_\_\_\_\_\_\_15. “It will take her horse twenty-seven minutes to reach the castle, twelve minutes more for them to figure out what happened and, since we left a trail, they should be after us within an hour. We should reach the Cliffs in fifteen minutes more and the Guilder frontier at dawn.”*

*\_\_\_\_\_\_\_16. ﻿Something was indeed there. Less than a mile behind them across the moonlight was another sailing boat, painted black, with a black sail, and a single man at the tiller. A man in black.*

*\_\_\_\_\_\_\_17. ﻿The man in black was no more than three hundred feet away.*

*\_\_\_\_\_\_\_18. ﻿Then the Sicilian hopped like a kangaroo with fleas, clung to the Turk’s neck. “All aboard,” the Sicilian said. (This was before trains, but the expression comes originally from carpenters loading lumber, and this was well after carpenters.)*

*\_\_\_\_\_\_\_19. Splat!*

*\_\_\_\_\_\_\_20.* ﻿They marched into the arena then to face the champion of Sandiki, who had been champion for eleven years, since he was twenty-four. He was four feet wide and stood eight feet in height, only half a foot less than Fezzik.

*\_\_\_\_\_\_\_21. ﻿Then the sharks went mad. All around her, Buttercup could hear them beeping and screaming and thrashing their mighty tails. Nothing can save me, Buttercup realized. I’m a dead cookie.*

*\_\_\_\_\_\_\_22. ﻿There had never, not in a thousand years, been arms to match Fezzik’s. (For that was his name.) The arms were not only Gargantuan and totally obedient and surprisingly quick, but they were also, and this is why he never worried, tireless. If you gave him an ax and told him to chop down a forest, his legs might give out from having to support so much weight for so long, or the ax might shatter from the punishment of killing so many trees, but Fezzik’s arms would be as fresh tomorrow as today.*

*\_\_\_\_\_\_\_23. ﻿ “There are no words to contain all my wisdom. I am so cunning, crafty and clever, so filled with deceit, guile and chicanery, such a knave, so shrewd, cagey as well as calculating, as diabolical as I am vulpine, as tricky as I am untrustworthy . . . well, I told you there were not words invented yet to explain how great my brain is, but let me put it this way: the world is several million years old and several billion people have at one time or another trod upon it, but I, Vizzini the Sicilian, am, speaking with pure ﻿candor and modesty, the slickest, sleekest, sliest and wiliest fellow who has yet come down the pike.”*

*\_\_\_\_\_\_\_24. Arendish* hospital records list a total of eleven children who weighed over twenty pounds at birth. And ninety-five more who weighed between fifteen and twenty. Now all of these 106 cherubs did what babies usually do at birth: they lost three or four ounces and it took them the better part of a week before they got it totally back. More accurately, 105 of them lost weight just after they were born.

*\_\_\_\_\_\_\_25. Doing this exercise was one of the monumental, sensational and thrilling experiences of my always fantastic and awesome life.*

*2:* **Eighty to ninety percent of our communication is affective, which means that most of our communication provides very little information.** Professional writing, however, avoids affective communication and provides information with several elements, principles, or criteria. Mark the following statements with T (for True) or F (for False) as they relate to professional writing:

*\_\_\_\_\_\_\_1. Professional writing uses lots of numbers, statistics, and measurements.*

*\_\_\_\_\_\_\_2. Professional writing must be written for one or more of four purposes: to solve problems, to answer questions, to make decisions or provide choices, and to provide directions or instruction.*

*\_\_\_\_\_\_\_3. Professional writing should make it easy to obtain information without undue effort.*

*\_\_\_\_\_\_\_4. Professional writing is written to assist the reader, not the writer.*

*\_\_\_\_\_\_\_5. Professional writing focuses on specific, specialized information rather than general information.*

*\_\_\_\_\_\_\_6. Professional writing uses adjectives and adverbs abundantly to convey information.*

*\_\_\_\_\_\_\_7. Professional writing is only written for professional people with terms they understand.*

*\_\_\_\_\_\_\_8. Professional writing is used for personal and casual communication.*

*\_\_\_\_\_\_\_9. Professional writing is read for enjoyment and entertainment.*

*\_\_\_\_\_\_\_10. Professional writing may be handwritten.*

*\_\_\_\_\_\_\_11. Professional writing may be composed in different ways depending on the type of reader for which it is written.*

*\_\_\_\_\_\_\_12. Professional writing should use visuals whenever possible.*

*\_\_\_\_\_\_\_13. Professional writing looks different from other types of writing.*

*\_\_\_\_\_\_\_14. Professional writing is useful, helpful, and causes things to happen.*

*\_\_\_\_\_\_\_15. Professional writing should not cause the reader to have to “dig out” information.*

*\_\_\_\_\_\_\_16. The primary purpose of professional writing is to impress or persuade the reader.*

*\_\_\_\_\_\_\_17. Professional writing always gets undivided attention.*

*\_\_\_\_\_\_\_18. Professional writing always stresses content, not the design or format.*

*\_\_\_\_\_\_\_19. Professional writing is written mainly to provide information, whether or not it is useful.*

*\_\_\_\_\_\_\_20.* Professional writing is a means for the writer to demonstrate his/her expertise in writing.

*\_\_\_\_\_\_\_21. Professional writing is written so that the reader may not have to read the whole document, but only the parts that are useful to him or her.*

*\_\_\_\_\_\_\_22. Professional writing provides facts, but also interprets the facts by putting them in an understandable context.*

*\_\_\_\_\_\_\_23. Professional writing should be useful in one or more of the following ways: making things happen, causing change, bringing about improvement, assisting with decisions.*

*\_\_\_\_\_\_\_24. Professional writing should be well proofread with perfect spelling, grammar and punctuation.*

*\_\_\_\_\_\_\_25. Professional writing should be well formatted according to document standards.*

3. Write two affective sentences. Examples:

* From across the room, he looked to her like a sunbeam shining through a dark and misty sky, but when he got closer, the sunbeam was really a pencil light atop his beanie cap and he smelled like centuries old algae combined with petrified mold.
* Eleanor Rigby wears the face she keeps in a jar by the door. (A Beatles Lyric)

4. Write two informative sentences. Examples:

* The Hammersmith two door refrigerator is thirteen feet high, five feet wide, and six feet deep; it also weighs 350 tons.
* My name is Haney Manoosh; I was born on February 29, 1218 and weighed 32 pounds.