

Business English Writing, Midterm Exam, Winter 2018
Professor Rob Whyte

Write or type your answers on paper. Give the answer to me next class.

Q1 Change the Paragraph

Read the short story below. Change Jack (or He) to **We**. Change the verbs, too.

Jack works for a paint company in Busan. The company has 140 employees. Jack is a salesman. He sells paint to customers in Asia. His main product is paint for ships and cars. Annual sales for the company are \$50 million.

Q2 Question Mix

Move the words around and make questions. Don't add new words.

1. what job is your title
2. company where located your is
3. employees work at company many your how
4. your are main what products
5. how long your company been in business has
6. sales are what company's your annual

Q3 Write an Email Message

We studied a basic email message pattern in the class. We looked at a message that asks questions and answers questions.

Your task:

- Write 2 email messages.
- One asks 3 questions.
- One answers the 3 questions.
- Choose a different business and different questions.

Your email message should use the business format:

1. polite opening and closing
2. easy to read structure
3. numbered questions

Q4 Write a Short Story

Look at page 38 from the textbook. It is the last page Unit 4.

- Write 3 paragraphs, just like the page suggests.
- If you need some ideas, look at the story on page 37.