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**Memo**

**Request**  
I request permission to attend the 2021 AFDO Annual Meeting on June 12 – 16 in Grand Rapids Michigan.

**Benefit**  
Over 700 state regulators and industry officials will attend this meeting. My job involves interacting with industry. The meeting will allow me to I meet industry members and find out their concerns. When I return to the office, I'll distribute a trip report, so the other staff members can learn about the material that was presented.

**Cost and Time Out of the Office**  
The regular registration fee is \$675. The early bird registration fee is \$550. The cost for travel and lodging will be \$1600. I'll be out of the office from June 14-16.

**Next Steps**  
The deadline for early registration is Friday, May 21. If you're able to approve my request, I would appreciate your letting me know by that time, so I can pay the reduced fee of \$550.

**Newer Versions**

**Click Review**

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**Click next to the first letter of your text and then click "Read Aloud".**

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## Goal for the Passive Voice

When writing documents, try not to use the passive voice more than 10% of the time.

### Best Guess

Average number of words in a sentence: \_\_\_\_\_

Average number of words in one of your sentences: \_\_\_\_\_

### Readability

Jyoti Sanyal, a noted author, on his website refers to studies that correlated sentence length to readers' comprehension. An analysis of the data revealed that readers found:

\_\_\_ words or less to be very easy to read

\_\_\_ words, easy

\_\_\_ words, fairly easy

\_\_\_ **words, standard**

\_\_\_ words, fairly difficult

\_\_\_ words, difficult

\_\_\_ words or more, very difficult

Professor Edward Bailey, professor at Marymount University recommends:

- Trying to write each sentence with \_\_\_\_\_ words or less.
- Including several sentences that have \_\_\_\_\_ words or less.

### How to Shorten Your Sentences:

1. Remove adverbs (extremely, very, really)
2. Remove redundant phrases (each and every one of you)
3. Take out adjectives (conducted an excellent study, wrote an outstanding report)
4. Write in the active voice
5. Change a long sentence into two shorter sentences
  - Separate independent clauses joined by "and" or "but"
  - Make new sentences out of "which" clauses

**Readability tests are designed to analyze the difficulty of document.**

Two tests:

- Flesch–Kincaid Grade Level
  - Determines grade level who will understand the document
  - Lower number is preferable
- Flesch Reading Ease
  - Determines the proportion of the population who will understand the document
  - Higher number is preferable

### Facts from writing Websites

- The average best-seller: Grade \_\_\_\_\_.
- The average newspaper: Grade \_\_\_\_\_.
- Business books: Grade: \_\_\_\_\_.
- Flesch - Kincaid Grade Level should be between \_\_\_\_\_ - \_\_\_\_\_ grade .
- Flesch Reading Ease should be \_\_\_\_\_ out of 100. (*The higher the number, the easier it is for your reader to understand the material.*)

## *Readability Calculator – Online – Utility.org*

[https://www.online-utility.org/english/readability\\_test\\_and\\_improve.jsp](https://www.online-utility.org/english/readability_test_and_improve.jsp)

### **Points to Remember**

1. The purpose of writing is to enable the reader to understand what you have written.
2. Four characteristics of well-written documents are complete, correct, clear, and concise.
3. When writing a document under a tight deadline:
  - Write the questions that the reader would want to know
  - Write the answers
  - Group the questions and answers under headings
  - Write the document
  - Proof the document
  - Check readability statistics
  - Improve the document
4. Use the word that best conveys your meaning.
5. In general, try to use the active voice.
6. Use the passive voice when appropriate.
7. Use headings and white space.
8. Use the Text to Speech function to help proofread your documents.
9. Use the Flesch-Kincaid tool to analyze the readability of your documents.