

Explaining Information Clearly

Directions Read the suggestions and conclusions listed below. Then match each suggestion with a conclusion. Put the letter of the correct conclusion on the line in front of the suggestion. Remember, conclusions are decisions or opinions that you reach after you present all the facts. Suggestions are ideas you give for solving a problem or for improving a situation.

| Suggestions | Conclusions |
|-------------------------------------------------------------|-------------------------------------------------------------------|
| _____ 1. Keep office machines in a separate space. | A Several office computers have crashed. |
| _____ 2. Use the new material to make raincoats. | B Hat sales are down 40 percent. |
| _____ 3. Employees should save their work every 10 minutes. | C Copy and fax machines increase office noise levels. |
| _____ 4. Expand the lunchroom. | D More employees are bringing their lunches. |
| _____ 5. Reduce the production of baseball caps. | E The new material is strong, lightweight, and waterproof. |