

## Writing with an objective style

In formal reports, personal pronouns like "I" and "you" are generally avoided. In the Summary below the writer has used many person pronouns. Try to rewrite the passage so that the personal pronouns are eliminated. For each sentence, **there may be several ways of doing this** - the most common way is to use **passive sentences** (see sentence 2).

The first two sentences have been done for you. When you have finished, compare your version with the original summary on the next page.

### Summary

*The purpose of this report was*

<sup>1</sup> ~~I did this report~~ to evaluate suitable alternatives to the LB454 to select the best replacement for it.

*Suitability was gauged on*

<sup>2</sup> ~~I gauged the suitability~~ on compatibility with the present system, purchase price, rental costs, maintenance costs, print speed, operating-noise level and any extra available machine facilities.

<sup>3</sup> I obtained the data for comparison from suppliers, users and Easterns' systems representative.

<sup>4</sup> I showed that the LB454 was very inefficient in terms of both service and cost.

<sup>5</sup> I found that the largest variable cost factor was the terminal-connect time in printing out schedule reports, highlighting the need for a terminal with a faster print out.

<sup>6</sup> I selected three appliances for comparison, but <sup>7</sup>I only found one that had all the required faculties - low operating noise level, high print-out speed, paper-tape punch and reader, full tabulation and in-machine memory. This machine, the Maxco 661 D, is also the least expensive to purchase or rent, and thus it is clearly the most suitable alternative to the LB454.

<sup>7</sup> I recommend that the Maxco 661D should be rented rather than purchased.

## Summary

The purpose of this report was to evaluate suitable alternatives to the LB454 to select the best replacement for it.

The suitability was gauged on compatibility with the present system, purchase price, rental costs, maintenance costs, print speed, operating-speed level and any extra available machine facilities. Data for the comparison were obtained from suppliers, users and Eastern's systems representatives.

The LB454 was shown to be very inefficient in terms of both service and cost. The largest variable-cost factor was found to be the terminal-connect time in printing out schedule reports, highlighting the need for a terminal with a faster print out.

Three appliances were selected for comparison, but only one was found to have all the required facilities - low operating-noise, high print-out speed, paper-tape punch and reader, full tabulation and in-machine memory. This machine, the Maxco 661D, is also the least expensive to purchase or rent, and thus it is clearly the most suitable alternative to the LB454. A recommendation is that the Maxco 661D should be rented rather than purchased.