

Register Fit

Change the local wording, not the fact

Channel fit

Prerequisite: requests may be direct or indirect; fit relationship, channel and purpose. Keep fact, deadline and responsibility stable; contractions or phrasal verbs are not banned.

Mate: Can you send the draft by 5? Client: Could you please send the draft by 5? Same request and deadline; more distance.

I kept fact, deadline and responsibility stable.

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Keep valid sentences; repair only what the case contradicts.

1

First email to Ms Brandt; house style: no imperatives.
Need the catalogue by 5. Write one polite request;
keep the deadline.

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2

Teammate message: A thanks for the update. B please confirm receipt. Keep both purposes; make B fit the channel.

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3

Client case: I sent the old file; I missed the attachment; I am fully responsible. Apologise for both mistakes and state full responsibility.

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4

Need figures by Thursday. Draft: I should be grateful if you could furnish them. Relationship: close colleague. Rewrite; keep purpose/deadline.

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5

First email to facilities manager. Claim: the lift is out of service. Draft: lift's dead. Repair register; keep exact claim.

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6

Known volunteer; chat in a rush. A: could you lock the gate when you leave? B: lock the gate. Pick for chat; keep the condition.

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7

One request

Same request: move Friday check-in to 9. A close team; B external auditor, first contact.

Write two brief variants and justify one register choice.

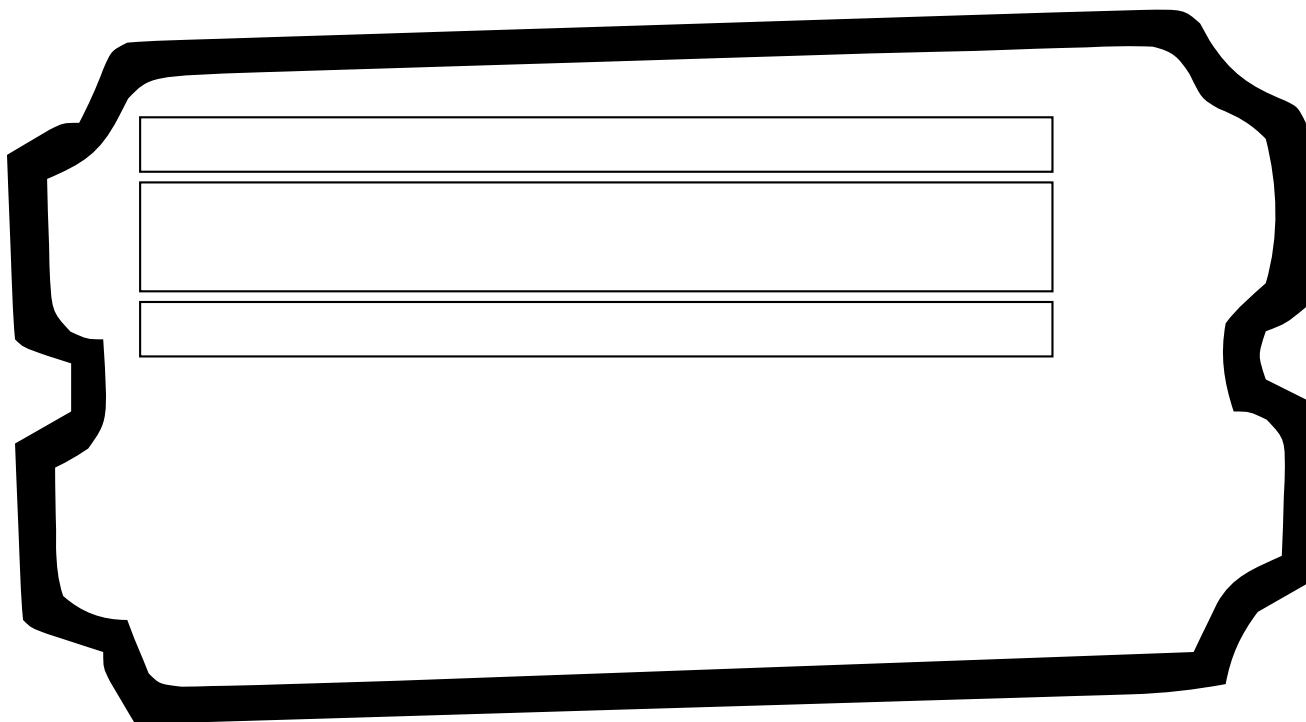
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- 7 Write two brief variants and justify one register choice.



A large, irregular, hand-drawn rectangular box with a thick black border, containing three horizontal lines for writing.

I kept fact, deadline and responsibility stable.

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