

Key: Register and Focus

Short local rewrites are expected; complete essays are not.

Equivalent wording is accepted when fact, focus and scope are preserved.

Register Fit

C1-01-01

1 · no imperatives

Ms Brandt, could you send the catalogue by 5, please?

The imperative is replaced by a polite request that keeps catalogue and the 5 deadline without added promises.

No imperative; Ms Brandt, catalogue and 5 retained.

C1-01-02

2 · confirm receipt

Thanks for the update. Can you confirm you got it?

Both purposes survive: thanks for the update and a channel-fitting request to confirm receipt.

Do not erase B; keep thanks and receipt confirmation.

Key: Register and Focus

C1-01-03

3 · both mistakes

I apologise for sending the old file and missing the attachment. I take full responsibility.

The apology names both stated mistakes as the reason for apology and keeps full responsibility without inventing causes.

Both errors and full responsibility; no invented causal story.

C1-01-04

4 · Need figures

Can you send me the figures by Thursday?

The stiff formula is relaxed for a close colleague while figures and Thursday remain.

Direct polite request; purpose and deadline stable.

C1-01-05

5 · lift is out

The lift is out of service.

The informal draft is repaired for a first email while the exact claim is kept; recurrence is not added.

Exact claim; register fits facilities manager.

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C1-01-06

6 · chat in a rush

Could you lock the gate when you leave?

Option A is the valid unchanged selection with when you leave; any rewritten B must restore that same condition, not just add please.

Choose A with condition; rewritten B accepted only with the same condition restored.

C1-01-07

7 · Same request

Team: Can we move Friday check-in to 9? Auditor: Would it be possible to move Friday check-in to 9? More distance suits the new contact.

Both forms keep the same request, Friday and 9; only directness changes for the recipient relationship.

Two requests; Friday and 9 kept; recipient-based reason.

Focus Control

C1-02-01

1 · Mina, not Paulo

It was Mina who confirmed the schedule.

The cleft contrast is corrected to Mina; who fits the person and the event is unchanged.

Mina focus; who/that; Paulo excluded.

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C1-02-02

2 · questioned the method

What the team did not question was the result.

The supplied method contrast makes the result-focused what-cleft faithful while agent and negation stay.

Agent and not retained; result as focus.

C1-02-03

3 · Monday, not Tuesday

It was on Monday, not Tuesday, that the budget was approved.

The time contrast keeps that and uses the passive so no unprinted approver is added.

Time focus; that used; passive budget approval.

C1-02-04

4 · approved the plan

What the board did was approve the plan.

After did was, bare approve is used; to approve is also acceptable where valid.

Action focus; approve or to approve accepted.

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C1-02-05

5 · only request

All I want is a later slot. All marks exclusivity; what would be neutral.

The faithful version preserves only-request exclusivity and repairs the nonstandard all what sequence.

All/what correct; exclusivity kept; brief distinction.

C1-02-06

6 · invoice, not quote

It was the invoice, not the quote, that was wrong. Focus moves to invoice; scope stays limited.

The correction keeps invoice-versus-quote contrast and changes only the requested focus.

Invoice focus; quote contrast retained; brief scope note.