

Name: _____ Date: _____

Identifying Inappropriate Language

A. Identifying Unprofessional Language

Read the following sentences. Circle the words or phrases that are unprofessional or inappropriate for the workplace.

1. "I can't believe you messed that up again! Get it together!"
2. "I'm so fed up with this stupid project!"
3. "Hey, can you just stop being so annoying for once?"
4. "Why are you always late? It's not that hard to be on time."
5. "That idea is ridiculous, we should just ignore it."

B. Rewriting Sentences

Rewrite the sentences you identified in Part A using professional and respectful language.

1. _____
2. _____
3. _____
4. _____
5. _____