

## **Omitting Offensive Language**

Here are some undesirable, offensive ways in which people sometimes speak to one another in the workplace. Rewrite each sentence to make the language more appealing and to reflect good interpersonal communication skills.

1. Most of "you people" have trouble with grammar.
2. That sweater really shows off all your "assets."
3. Would you stop bugging me: I'm busy!
4. You kids don't know how to do anything!
5. All you Orientals are good at math.
6. Hey! Shut up back there; I'm on the phone!
7. Get out of my space, NOW!
8. An idiot could figure that one out.
9. What else is a man good for?
10. Get me a copy of this pronto, Tonto.