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Write Clearly and Efficiently by Removing "Of" and "Of the", Part One The more "of" and "of the" appear in your document, the less readable it is. The more "of" appears, the more pompous you sound. Learn why in this article, as well as what to do about it. Professional advice from native speakers for correct writing in English. More examples Log In / Register kindly proceed for your necessary actions kindly proceed for your necessary actions 0/5000 Keputusan (Bahasa Melayu) 1: [Salinan]Disalin! Sila teruskan untuk tindakan anda Sedang diterjemahkan, sila tunggu.. Keputusan (Bahasa Melayu) 2:[Salinan]Disalin! sila teruskan untuk tindakan yang perlu anda Sedang diterjemahkan, sila tunggu.. Keputusan (Bahasa Melayu) 3:[Salinan]Disalin! Sedang diterjemahkan, sila tunggu.. Sokongan terjemahan alat: Afrikaans, Albania, Amhara, Arab, Armenia, Azerbaijan, Bahasa Indonesia, Bahasa Melayu, Basque, Belanda, Belarus, Bengali, Bosnia, Bulgaria, Catalan, Cebu, Chichewa, Cina, Cina Tradisional, Corsica, Croatia, Czech, Denmark, Esperanto, Estonia, Finland, Frisia, Gaelic Scotland, Galicia, Georgia, Greek, Gujarat, Hausa, Hawaii, Hindi, Hmong, Hungary, Ibrani, Iceland, Igbo, Inggeris, Ireland, Itali, Jawa, Jepun, Jerman, Kannada, Kazakh, Kesan bahasa, Khmer, Kinyarwanda, Klingon, Korea, Kreol Haiti, Kurdistan, Kyrgyz, Lao, Latin, Latvia, Lithuania, Luxembourg, Macedonia, Malagasy, Malayalam, Malta, Maori, Marathi, Mongolia, Myanmar, Nepal, Norway, Odia (Oriya), Parsi, Pashto, Perancis, Poland, Portugis, Punjabi, Romania, Rusia, Samoa, Sepanyol, Serbia, Sesotho, Shona, Sindhi, Sinhala, Slovak, Slovenia, Somali, Sunda, Swahili, Sweden, Tagalog, Tajik, Tamil, Tatar, Telugu, Thai, Turki, Turkmen, Ukraine, Urdu, Uyghur, Uzbek, Vietnam, Wales, Xhosa, Yiddish, Yoruba, Zulu, terjemahan bahasa. If the purpose of removing sun film from car glasses was to reduce crime then it was done unscientifically and is in poor taste. Surely those who are intend on committing a crime will surely find an alternative. If this was done to increase the income of the Regional Transport Office by imposing fine, please find some other source. By removing sun cool glass, we, the common man is put to undue hardship. As a family, we have lost our privacy when our car is parked. Besides, the cooling in the car has considerably decreed. Please look into the matter and restore this basic facility to us common man. Do the needful is a common phrase in Indian English. It means do that which is needed. If it sounds too clunky or vague to you, or if your audience will be unfamiliar with it, you can politely ask people to do what you need them to do instead. You can also say do what needs to be done. Does the phrase do the needful sound strange to you? It might, if you speak American English or British English. If you speak Indian English, however, it may be your go-to phrase in many situations. Here's a tip: Want to make sure your writing always looks great? Grammarly can save you from misspellings, grammatical and punctuation mistakes, and other writing issues on all your favorite websites. What Does "Do the Needful" Mean? Do the needful originated in India, is commonly used in African countries, and was once heard frequently in the United Kingdom as well. After the Victorian period, its usage in the West died out, but with the increase in outsourcing to and from India, it started catching the ear of English speakers in the West again. Do the needful means do that which is needed. It's mainly used in formal written communication, especially when dealing with bureaucracy. It can be preceded by the words "kindly" or "please." Ideally, it should follow an explanation of a problem that needs to be fixed or a request that is being made. It's important to provide enough context about what "the needful" actually is, because the phrase itself doesn't specify. There are many other phrases you could use instead of do the needful. "Please do what I asked" or "could you please fix this" might suffice, although "please do what needs to be done" or "please do what is required" are the phrases closest to the original meaning. Examples of "Do the Needful" "It is not copying the whole text word by word, but assimilating the original work and recreating its spirit," he said, adding that the existing English translations of Tiruppavai do not do the needful. Minister Mahat said the two sides are also likely to announce an oversight mechanism to monitor projects running under India's economic cooperation in Nepal and do the needful for their timely completion. But at a time like this, it is imperative for President Muhammadu Buhari to do the needful and encourage local manufacturers and industrialists before banning the importation of essential items. If it doesn't, the DG-DSS should honourably apologise to the justices, to all Nigerians, to President Buhari who appointed him and then "do the needful". please proceed with Translate as you type World-leading quality Drag and drop documents Translate now Something went wrong. Wait a moment and try again. We continue our series on business writing by examining more clunky and vague phrases. What do you do when you wish to enclose /attach a document which the other party has requested? Do your write a covering message like this: Further to your valued recent request, enclosed herewith, please find a copy of our most recent catalogue for your kind perusal and necessary action. As per your request attached herewith please find a copy of the above-mentioned report for you attention and retention. What is the weirdest phrase in both of the above examples? Surely it has to be please find! Extremely common, but weird! That enclosure/attachment is not lost! We only tell people to find something that is lost! It is amazing that this phrase is so meaningless, yet so standard! Earlier articles of this column have already mentioned certain features which militate against effective communication; two of them are displayed here. Redundancy: enclosed/attached herewith is unnecessary repetition. If the item is here with the covering letter, then, of course, it is enclosed/attached. If the document is attached, then it has got to be here with the e-mail! In this connection, don't use "together with" as it is also redundant. The word "herewith", like "heroby", "hereinafter", "heretofore", etc. is extremely archaic. Verbosity: How many words do you need? Whatever is a kind perusal? It sounds almost like a sweet little furry animal! Whatever it means, it is way out of date. Please don't use "for your further action"; "for your attention"; "for your necessary action" (as if the reader is likely to do something UNnecessary with it!). All of these fail to tell the reader what he/she has to do. If you are sure that the reader knows what to do with the enclosure, then there is no need to write "for your ..."! What about the word "valued" as in "Dear Valued Customer"? Don't use it! If you value your customer, show it, don't write it! One way to show that you value the customer is to take the trouble to use mail-merge so that his/her name appears in the salutation rather than the low-value "Valued Customer". A common and risky scenario is when the manager of a department receives an e-mail, decides that his/her downliner should deal with this, so forwards it with the caption: Please do the needful/Please take the necessary action/Please act accordingly. When forwarding e-mails for other people's action, always specify the intended action, otherwise the downliner may act according to ... WHAT? Then how should we refer to a document that we are enclosing or attaching? Consider these. We are enclosing a copy of the catalogue which you requested. If you would like to appear more joyful, try: We are pleased to enclose a copy of the catalogue which you requested. We are enclosing a copy of the \_\_\_\_\_ Report, as you requested. Notice that these are all written in the Active Voice. It is normally preferable to use the Active Voice in correspondence and the Passive Voice in certain other types of documents. If you don't want to appear friendly, you may want to consider: "Enclosed is a copy of the \_\_\_\_\_ Report, as requested." This is all in the Passive Voice and creates distance between the Writer and the Reader, but should generally not be used. Dr Alistair King has over 25 years experience in education and training for multinational corporations and government departments in several European, African and Asian countries. He can be contacted at alistair@aksb.com.my Looking for an English language tutor near you? Get up to 5 quotes from verified providers at kaodim.com proceed with necessary action. kindly do the necessary action. we will proceed with the necessary action



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