The structure of the following e-mail message is good, but the document suffers from bureaucratic style. It contains many examples of the following:

* Lack of conciseness
* Weak, inactive verbs
* Inappropriate or inconsistent tone

Use the Document Review Sheet as a guide to finding and identifying these problems. Then **correct all instances of bureaucratic style that you find.**

Here are some hints to help you get started. You may not find all of these examples, but try to find as many as you can. We have corrected the first two examples for you.

* In paragraph 1, there are two examples of weak verbs, one example of inconsistent or inappropriate tone, and four sentences that can be made more concise.
* In paragraph 2, there are six examples of weak verbs and three sentences that can be made more concise.
* In paragraph 3, there are seven examples of weak verbs and two examples of inconsistent or inappropriate tone.
* In paragraph 4, there is one example of inconsistent or inappropriate tone, and there are three sentences that can be made more concise.

***Sample: Ruritania Disaster Risk Management Events***

**Knowledge Sharing Events Hosted by** 10/09/20xx 3:29 PM
**Ruritania Disaster Risk Management**

**Nancy Kabongo** to: Ruritania Disaster Relief Staff

Good afternoon,

The purpose of this e-mail is to inform staff of the knowledge sharing events that the Ruritania Disaster Risk Management Team organized from the time period between March and September 2012. Beginning in March, the region was struck by several disasters of severe and unprecedented magnitude. The disasters made it amply apparent that knowledge sharing is crucial for effective disaster risk management. A series of forums and brown bag lunches (BBLs) was delivered by the unit with the goal of helping staff, clients, and partners to share knowledge and manage disaster risk more effectively.

**Forums**

To improve disaster management, two forums were organized by the team, in collaboration with various civil society organizations. In May, the **First Response** forum was targeted to the improvement of the front-line disaster response units in Ruritania. Ways of accelerating first response initiatives were introduced, and valuable lessons learned from the earthquake were discussed. In July, the **Integration of Disaster Management** forum was held. The goal of this forum was the integration of the disaster relief units involved (including such differing and divergent units as emergency medical services, police, military, and humanitarian groups) and the implementation and operationalization of effective strategies for improvement of communication among these units.

**BBLs**

In addition to these two forums, a BBL was hosted by the team, in collaboration with members of the Crisis Relief International (CRI) group, for discussion of innovative ways to improve disaster management. Domain experts, developers, and first responders were brought together by CRI for the development of technology and practices for humanitarian crisis management and disaster relief. The World Bank has contributed its participation actively to such activities since the inception of the group. The team was delighted to host the cofounders and feature the work of CRI and the use of open source technologies in response to the earthquake. Presentations about the future of open source technology in disaster management were given by Jean Bouget, Patricia Xu, and Michael Thompson. The event was standing room only, and a follow-up event is being scheduled for early March. High level officials from WBI, KSG, and the Hogsbourgh City Office of Emergency Management were in attendance at the BBL.

**Contact us**

To find out more information about upcoming knowledge management events organized by our unit, please do not hesitate in the slightest to send an e-mail to xyz@worldbank.org. Should you be interested, our calendar of events is also available via SharePoint and can be accessed at this address: RDRM Sharepoint.

Best regards,

Nancy

*Nancy Kabongo, Regional Coordinator*

*Ruritania Disaster Relief Management Team*

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