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BUS327: Business Communications: NO

28th January 2023

3.6 Improving You-Attitude and Positive Emphasis

1. You'll be happy to learn that the cost of tuition will not rise next year.

The cost of tuition will continue to be the same next year.

2. Although I was only an intern and didn't actually make presentations to major clients, I was required to prepare PowerPoint slides for the meetings and to answer some of the clients' questions.

As an intern, I was required to prepare PowerPoint slides for the meetings and to answer some of the clients' questions.

3. At DiYanni Homes we have more than 30 plans that we will personalize just for you.

We have more than 30 plans you can personalize at DiYanni Homes.

4. Please notify HR of your bank change as soon as possible to prevent disruption of your direct deposit.

Preventing a disruption of your direct deposit, please notify HR of your bank change.

5. I'm sorry you were worried. You did not miss the deadline for signing up for a flexible medical spending account.

You still have time for signing up for a flexible medical spending account.

6. We are in the process of upgrading our Web site. Please bear with us.

We are currently updating our website. Please be patient with us.

7. You will be happy to hear that our cellphone plan does not charge you for incoming calls.

You will be happy to hear that our cell phone plan is for free for incoming calls.

8. The employee discount may only be used for purchases for your own use or for gifts; you may not buy items for resale. To prevent any abuse of the discount privilege, you may be asked to justify your purchase.

Preventing any abuse of the discount privilege, please use the employee discount to purchases for your own use or for gifts only.

9. I apologize for my delay in answering your inquiry. The problem was that I had to check with our suppliers to see whether we could provide the item in the quantity you say you want. We can.

I apologize for my delay in answering your inquiry. I checked with our supplier. We can provide the item in the quantity you need.

10. If you mailed a check with your order, as you claim, we failed to receive it.

If you mailed a check with your order, we unfortunately did not receive it.

11. This job sounds perfect for me.

After reviewing this job, it sounds perfect for me.