

**Problem 3.6**

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

Revised: Happily, tuition fees will remain the same next year.

2. Original: 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.

Revised: As an intern, I was privileged to prepare PowerPoint slides for the sessions and even answer some questions from the clients.

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

Revised: You can select from 30 plans at DiYanni Homes and design your home according to your wishes.

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

Revised: To receive your direct deposit on time, please inform the Human Resources Department in the near future.

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

Revised: You are more than welcome to sign up for a flexible medical spending account today.

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

Revised: In order to provide you with easier operation and quality service in the near future, we are currently updating our website.

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

Revised: The cell phone tariff will not cost you any fees for incoming calls.

BUS327: Business Communications

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Magnus Mesters

8. Original: 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.

Revised: You will receive employee discounts on purchases for your own use or gifts. It may happen that you will receive form requests, which are there to keep you receiving your offer.

9. Original: 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.

Revised: We can provide you with your wished item.

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

Revised: If you could resend us the check with your order, we would appreciate it.

11. Original: This job sounds perfect for me.

Revised: The job is perfect for me.