

Emma Todd
Professor Hartl
Business Communications
January 30, 2023

3.6 Improving You-Attitude and Positive Emphasis

Many different revisions are possible.

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

I am excited to inform you that tuition prices will stay at the same rates as this 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.

Being an intern, I was able to prepare PowerPoint slide for the meeting and I had the opportunity to answer clients questions.

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

At DiYanni Homes we are privileged to have more than thirty plans that we can personalize just for you!

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

To prevent any disruptions to your direct deposit, we kindly ask that you inform HR of any bank changes as soon as possible.

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

I'm sorry you were worried, yet thankfully you are still able to sign up for a flexible medical spending account.

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

We are excited to inform you that we are upgrading our Web site and simply ask for some patience during these times of growth.

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

You will be happy to hear, with our cellphone plan, incoming calls will not be charged.

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.

As an employee benefit, you will be able to purchase gifts and personal items at a discounted rate. In the case of unhonorable actions, justification may be needed.

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 am happy to inform you that after some time of confirming, we can supply the quantity you had requested previously.

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

Unfortunately it seems as though we have failed to receive the mailed check you sent us.

11. This job sounds perfect for me.

I believe this job suits anyone with these specific occupation skills and characteristics.