

Javier Fernandez

Professor Susanne Hartl

BUS327: Business Communications: NO

27th January 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.
1. The news that tuition prices won't increase the following year will make you delighted.
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.

I had to prepare PowerPoint slides for the meetings and respond to some of the clients' queries, even though I was only an intern and didn't actually present to important clients.

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

We will customize more than 30 layouts at DiYanni Homes specifically for you.

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

To avoid a disturbance in your direct deposit, please tell HR as soon as possible 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.

The deadline to open a flexible medical spending account was not missed by you.

6. We are in the process of upgrading our Web site. Please bear with us. We are currently updating our website. Just be patient with us.

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

You'll be relieved to know that our telephone plan does not charge you 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.

You may not purchase products for resale; instead, you may only utilize the employee discount to make purchases for your own use or as gifts. You can be questioned about your purchase in order to avoid any misuse of the discount privilege.

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 regret taking so long to respond to your question. The issue was that I had to call our suppliers to see if we could provide the product in the quantities you requested.

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

If, as you allege, you sent a cheque along with your order via mail, we never got it.

11. This job sounds perfect for me.

This employment seems ideal for me.