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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.
 - The cost of tuition will remain 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 prepared PowerPoint slides for the meeting to answer some of the clients' questions.
3. At DiYanni Homes we have more than 30 plans that we will personalize just for you.
 - At DiYanni Homes you can choose from 30 plans and customize it your way.
4. Please notify HR of your bank change as soon as possible to prevent disruption of your direct deposit.
 - To make sure you get your paycheck on time, send your bank change information one week before pay day.
5. I'm sorry you were worried. You did not miss the deadline for signing up for a flexible medical spending account.
 - Your flexible medication is open and ready for your use.
6. We are in the process of upgrading our Web site. Please bear with us.
 - Please watch for our new Web site, which will be available soon.
7. You will be happy to hear that our cellphone plan does not charge you for incoming calls.

- You will be able to receive incoming calls for free under our new cellphone plan.
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.
- The employee discount may be used to purchase any items for your use or as gifts.
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.
- We can provide the requested item in the quantity you desire.
10. If you mailed a check with your order, as you claim, we failed to receive it.
- A check was not received with your order.
11. This job sounds perfect for me.
- Your open position aligns perfectly with my experiences and the skills.