

### ***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 Tuition fee will not be more than 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.

As an intern, i learned a lot of new things and I prepared powerpoint for clients and I was able to answer some questions for them

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

You have more than 30 plans at DiYanni Homes, where I can design my own personalized home!

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

You need to contact HR to receive your direct deposit 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.

You are more than welcome to sign up! There is still time for it!

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

We are working on our website to create a more comfortable website for you!

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

You don't have to worry about additional costs 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 get employee discounts for the use for yourself! You will get form requests, they are there to send you additional offers

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 are happy to inform you that we can help you with your wish!

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

We would be happy, if you can resend the check! We appreciate that!

11. This job sounds perfect for me.

This job is perfect to me!