

Sofia Corredera

BUS327: Business Communications

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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. Revised: The cost of your tuition for next year will stay the same.

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.

The work as intern included the preparation of PowerPoint presentations for meetings and works as customer service such as providing answers to clients.

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

You can choose between more than 30 personalized plans personalized at DiYanni Homes.

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

Notifying HR of any changes as soon as possible will ensure a smooth processing of direct deposits.

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

You signed up for a flexible medical spending account on time.

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

You will be able to access the upgraded Web site soon. If you have any questions or concerns during this transition please call customer service under the phone number XXX.

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

Your cellphone plan allows you unlimited free 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.

As employee you are granted an employee discount for all purchases that can be justified as personal use and gift, excluding items for resale.

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.

Thank you for your inquiry, the item is immediately available in your requested quantity.

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

The check has not been received yet, but a confirmation email will be sent out as soon as it is.

11. This job sounds perfect for me.

Dear Sir or Madam,

The job is perfect for me because my completed marketing communications degree match with your qualification characteristics. Therefore, I would like to use this opportunity to apply for said position.