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Professor Hartl
2/4/2023
Business Communications Week 3

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.

Answer: The tuition will remain exactly 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.

Answer: As an intern, I prepared PowerPoint slides for to answer at meetings with clients

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

Answer: You can choose from 30 plans at DiYanni Homes and customize it your way.

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

Answer: To make sure you get your paycheck on time, just 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.

Answer: Your flexible medical spending account is open and ready for your use.

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

Answer: After January 31 you will find even more convenience—more items too—at our new Web site.

7. You will be happy to hear that our cellphone plan does not charge you for incoming calls.
   Answer: You will be able to receive incoming calls for free under our new cell phone 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.

   Answer: 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.

Answer: 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.

Answer: Your order will ship within 24 hours after your check comes in, and you will have your merchandise within seven to ten business days

11. This job sounds perfect for me.

Answer: Your open position aligns perfectly with my previous experiences and the skill set I have to offer.