

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 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 to answer some clients' questions in meetings.

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 different plans that will be personalized.

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

In order to get your pay check on time, just notify HR 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.

No worries, you are on time for signing up for a flexible medical spending account.

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

Our website will be back and better as soon as possible.

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

Incoming calls are free of charge with your current 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.

If you buy products for yourself or gifts, you will receive an employee discount. To make the employee discount possible you might be asked to justify your purchase.

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 checked with our suppliers and they gave me a green light for the item and quantity you asked for.

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

Unfortunately, we did not receive the check you mailed with your order.

11. This job sounds perfect for me.

I find this job really interesting and fitting.