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Business Communications

Exercise 3.6

P-You'll be happy to learn that the cost of tuition will not rise next year

R- Good news! The cost of tuition will not decrease next year.

P- 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.

R- When I was an Intern I was required to prepare powerpoint slides for meetings and answer some questions from clients.

P- At D' Yanni Homes we have more than 30 plans that will personalize just for you.

R- There are more than 30 plans at D' Yanni Homes personalized for you.

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

R- Please make sure HR are notified of all bank changes to avoid disruption of your direct deposit.

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

R- You have not missed the deadline for signing up for the flexible medical spending account.

P-We are in the process of upgrading our website. Please bear with us.

R- Please bear with us, we are in the process of upgrading our website.

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

R- By purchasing our cellphone our customers will not be charged for incoming calls.