

REVISE FOR TONE



Different tones are required for different situations. [Explore these examples and their revisions to get a better understanding of how the tone of your writing affects your audience.](#)

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Click on the bold revisions
to see explanations

Last Saturday, we had a chance to help tons of people in our community. We started with a breakfast from Karen's Coffee. They provided delicious coffee and pastries. Shout out to Karen's Coffee for giving us the most important meal of the day!

Last Saturday, **my team and I had an opportunity** to help our community through our organization's annual "Giveback Weekend." **Our mission statement talks about "using our resources to better the world"** and this weekend is just one way we show dedication to our mission.

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