

## WEAK WORDS

Maybe

Kind of

It

Stuff

Things

Very

Just

I feel that

Avoid slang abbreviations and emoticons

Soon

Dear Mr. Smith,

I feel that the task you gave me for next month will accomplish the stuff we discussed this month. It is a good idea to attempt it early. I think I can finish it soon. May I give it a try now?

Plus, I appreciate that you got us food for the office. I like the snacks in the office. They are tasty. It might be a good idea to get more of NAME. Everyone in the office will like them.

Also, I need to take a sick day soon. Is that ok? I'll have a doctor note.

Sincerely,

Name

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