Unit 2: Using the “You Attitude” in Business Writing

1. Something is obviously wrong in your head office. They have once more sent me the wrong model number. Can they ever get things straight?
2. My instructor wants me to do a term paper on safety regulations at a small plant. Since you are the manager of a small plant, send me all the information I need at once. My grade depends heavily on all this.
3. It is apparent that you are in business to rip off the public.
4. I was wondering if you could possibly see your way into sending me the local chapter president’s name and address—if you have the time, that is.
5. I have waited for my confirmation for two weeks now. Do you expect me to wait forever, or can I get some action?

Corrected showing “You Attitude”

1. I’ve received the wrong model number again. Could you please check into this for me so we can get the correct one as soon as possible?
2. I’m preparing a term paper on safety regulations at small plants, and I’d greatly appreciate any information you could share from your experience. Your insights would be very helpful to my project.
3. I’m concerned about the value I’ve received and would like to discuss how we might resolve this issue fairly.
4. Could you please provide me with the name and address of the local chapter president? That information would be very helpful.
5. I submitted my request two weeks ago and haven’t yet received confirmation. Could you let me know the status, or when I might expect to hear back?