Document 7

The causes of burnout can be studied from three perspectives:

* *Physiological*. The roles of
  + sleep
  + diet
  + physical fatigue
* *Psychological.* The roles of
  + guilt
  + fear
  + jealousy
  + frustration
* *Environmental.* The role of physical surroundings
  + at home
  + at work

If we get the contract, we must be ready by June 1 with the necessary personnel and equipment. With this in mind, a staff meeting, which all group managers are expected to attend, is scheduled for February 12.

Can you get me a figure on the surrender value of policy number A4399827 by tomorrow?

Fewer students are enrolled in our training sessions.

The Matthews Wildlife Preserve is threatened by pollution.

The next two sections of the manual discuss how to analyze the data, how to draw conclusions from your analysis, and how to decide what further steps are needed before establishing a journal list.

Press the Greeting-Record button to record the greeting, which is stored on a microchip inside the machine.

We have estimated that eight hours per week have been spent on this problem over the past three years.

If you follow these instructions, your computer should provide good service for many years.

Two professors in the department created the learning modules.

You will gather most of the information you need as you document the history of the journals.

We are pleased to offer you this free gift in appreciation of your patronage.

The results of the carbonate titration experiment will not be available until October 30.

We need to be prepared for the consequences of the announcement.

Management accused Williams of filing inaccurate trip reports.

The meeting for the corporate-relations committee has been moved.

We hope the new program will help all our branches.

Firing some employees will save our division money.

To register to take a course, you must first determine whether the course will be offered that semester.

The project has been unsuccessful.

The complexity of the module will make it difficult for the operator to diagnose equipment configuration problems.

The instruction manual for the new copier is unclear and incomplete.

Marketing Department employees should use the new soda machine.

Each doctor is asked to make sure he or she follows the standard procedure for handling Medicare forms.

The number of women with lung cancer is expected to rise this year because of increased smoking.