Chapter 5 – Exercise 6: Sentence Corrections

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?

Your head office has given me the wrong model number.

1. 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.

I have been assigned a term paper on the topic of safety regulations at a small plant. Seeing as how you are a manager of such a plant, would you be willing to assist me as a source?

1. It is apparent that you are in business to rip off the public.

Your products and services are not functioning as promised.

1. 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.

Would you mind sending me the local chapter president’s name and address?

1. I have waited for my confirmation for two weeks now. Do you expect me to wait forever, or can I get some action?

Do you have an update on the status of my confirmation?

Chapter 5 – Exercise 8: Business letter

Prompt: *a computer vendor, inquiring about costs and availability of a specific software package; explain your company’s special needs*

July 9, 2019

Mr. Vander Compter

Client Partner

Good Software, Inc.

207 Magnolia St.

Edwards, MS 39066

Dear Mr. Compter,

I am writing to you regarding my firm’s need for a custom application. The function of this application would be to allow for our employees to generate personalized electronic forms for their clients. The specific need is that the application needs a user-friendly interface for both our staff and their customers to use easily.

If such an application is feasible for your organization to produce, I would like to discuss costs and delivery timelines with you, as well as anybody on your side that needs more specific information.

I hope to hear from you soon.

Best Wishes,

Edward Auttonberry

Project Manager