

REWRITING SENTENCES IN CONVERSATIONAL STYLE

	FORMAL SENTENCE	CONVERSATIONAL STYLE
1	I hereby acknowledge receipt of your July 7 favor	I appreciate your help on July 7.
2	Anticipating your reply by return mail ,I remain....	I am expecting you feedback.
3	Attached please find receipt requested in your May 1st inquiry.	Attached is the receipt you asked for on May 1st.
4	We take pleasure in advising that subject contract is hereby canceled	The subject contract is cancelled from now on.
5	You are hereby advised to endorse subject proposal and return same to the undersigned	Please approve the equipment and return it to me.
6	I shall appreciate the pleasure of your reply	Your feedback is appreciated
7	Reffering to yours of May 7 ,I wish to state that this office has no record of sale	This office does not have any record of sale according to your reference.
8	This is to advise that henceforth all invoices will be submitted in duplicate	Copies of bills will be submitted from now on.
9	Agreeable to yours of the 24th , we have consulted our actuarial department to ascertain the status of subject policy	We told our statistics department to make sure the subject policy is in accordance with you of 24th.
10	Kindly be advised that permission is hereby granted to delay remittance until the 12th	You are granted to delay the remittance until the 12th.
11	In conclusion would state that, up to this writing, said account has not been profitable	The mentioned account has incurred a total loss.
12	Replaying to your letter of the 3rd would state that we deem it a great pleasure to accept your kind offer to serve on the committee	Yes, we are ready to run the committee you asked about in your letter of the 3rd.
13	I beg to advise that, with regard to above invoice, this office finds that partial payment of \$312 was submitted on delivery date	According to the invoice partial payment of 312\$ was made on delivery date.

14	In replying to your esteemed favor of the 7th, I submit under separate cover the report you requested	Here is the report that you asked for.
15	In replying to your letter on May 10, please be informed that this office heretofore has generously supported finding activities of your organization	Referring to your mail, so far we have supported your organization
16	Kindly advise the undersigned as to your availability for participation in the program	Please tell us will you be available in the program.

YOU-VIEWPOINT SENTENCES

	Sentence	You-viewpoint sentence
17	Company policy requires that you must submit the warranty agreement within two weeks of sale	So that you will be protected by the warranty, please submit the warranty agreement.
18	We will be pleased to deliver your order by 12th	You will receive your order by 12th.
19	We have worked for 37 years to build the best lawn mowers for our customers	To satisfy you fully, we have worked 37 years to be the best lawn mowers.
20	Today we are shipping the goods that you ordered February 3	Your ordered goods on February 3rd , was just shipped.
21	(From an application letter)I have seven years of successful experience selling office supplies	It will be your convenience that I have relevant experience as a salesperson.
22	(From an email to employees) We take pleasure in announcing that, effective today, the company will give a 20 percent discount on all purchase made by employees.	You will get 20 percent discount on all purchase according to the decision made by the management.
23	Kraff files are made in three widths-one for every standard size of record	For your ease, Kraff files are made in three width standards.
24	We are happy to report approval of your application for membership	You have achieved the membership.
25	Items desired should be checked on the enclosed order form	For your convenience, in the order form please mark the items that you want.
26	Our long experience in the book business has enabled us to provide the best customer service possible	Your satisfaction has enabled our good standing in book business.

27	So that we can sell at discount prices , we cannot permit the return of merchandise	For letting you buy at discount prices, we do not accept return of merchandise.
28	We invite you to buy from the enclosed catalog	Please chose from our enclosed catalog.
29	Tony's Red beans has an exciting spicy taste	
30	We give a .2 percent discount when payment is made in 10days	You will get a .2 percent discount if you pay in 10 days.
31	I am pleased to inform you that I can grant your request for payment of travel expense	Your travel expense is duly accepted.
32	We can permit you to attend classes on company time only when the course is related to your work assignment	You can attend classes related to your work assignment on company time.
SENTENCE WITH POSITIVE EFFECT		
	NEGATIVE SENTENCE	POSITIVE SENTENCE
33	Your misunderstanding of our January 7 email caused you to make this mistake	Maybe if you have taken the January 7 email from a different point of view, your assessment might be different.
34	We hope this delay has not inconvenienced you. If you will be patient, we will get the orders to you as soon as our supply is replenished	As the supply is replenished you will be delivered within 3 days
35	We regret that we must call your attention to our policy of prohibiting refunds for merchandise bought at discount	Refund is only available for the full priced merchandise
36	Your negligence in this matter caused the damage to the equipment	If were a bit more attentive, the equipment might have been saved.
37	You cannot visit the plant except the Saturdays	It is only Saturday when you can visit the plant
38	We are disappointed to learn from your July 7 email that you are having trouble with our Model 7 motor	We are trying to find the reason for the trouble that you have mentioned with our Model 7 motor
39	Tuff-Boy work clothing is not made from that shrinks or fades	We use shirnkless materials in Tuff-boy work clothing.

40	Our stone-skin material won't do the job unless it is reinforced	We will get the job done by replacing our materials.
41	Even though you were late in paying the bill, we did not disallow the discount	Disallowing the discount is not the policy of the company for late payment of the bill.
42	We were sorry to learn of the disappointing service you have had from our sales force, but we feel we have corrected all mistakes with recent personal changes	The new personal will bring the perfect service you always look for.
43	We have received your complaint on 7th in which you claim that our product was defective, and have thoroughly investigated the matter	Based on the letter you sent on 7, a review has been conducted
44	I regret the necessity of calling your attention to our letter on May 1	The May 1 letter that you have received has vital information regarding the matter
45	We have received your undated letter, which you sent to the wrong office	Your letter have been sent to the correct office.
46	Old New Orleans pralines are not the gummy kind that stick to your teeth	
47	I regret to have to say that I will be unable to speak at your conference, as I have a prior commitment	As professionals you will understand the necessity to honor prior commitments
48	Do not walk on the grass	Please stay on the foot path