

Quick Tips: Write Tight

Answers may vary but here are Dr. Guffey's responses.

1. She finally decided to return to school and complete her degree.
2. Although it's a longer commute, I decided to accept the job offer.
3. I intend to request a promotion.
4. Some customers complained that their orders were sent to wrong addresses.
5. Because the CEO failed to plan for the price change, the company lost over \$3.5 million.
6. I could not finish assembling the brochures because the photocopier broke.
7. If you can complete this project early, please advise me.
8. We do not expect to hire any new staff members now.
9. Many employees prefer to save their money for early retirement.
10. The new sporting goods outlet will be built close to three major transportation routes.