

Use the **right arrow key** on your keyboard to advance slides.

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# **Sentences in Need of Revision**

A silver metal spiral binding is visible along the left edge of the page, with the wire looping through a series of holes.

**Review three common errors  
before correcting the errors in  
the following sentences.**

# Sentences

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1. Thank you for taking time to meet with me, I enjoyed visiting with you Sherry.

# Sentences

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1. Thank you for taking time to  
meet with me[, ] I enjoyed visiting  
with you Sherry.

# Sentences

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1. Thank you for taking time to  
meet with me[.] I enjoyed visiting  
with you Sherry.

# Sentences

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1. Thank you for taking time to  
meet with me[.] I enjoyed visiting  
with you[ ] Sherry.

# Sentences

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1. Thank you for taking time to  
meet with me[.] I enjoyed visiting  
with you[,] Sherry.

# Sentences

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2. Real economic growth slowed to 0.5% in the fourth quarter, that slowdown is consistent with the November, 1989 forecast.



# Sentences

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2. Real economic growth slowed to 0.5% in the fourth quarter[, ] [t]hat slowdown is consistent with the November, 1989 forecast.

# Sentences

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2. Real economic growth slowed to 0.5% in the fourth quarter[.] [T]hat slowdown is consistent with the November, 1989 forecast.

# Sentences

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2. Real economic growth slowed to 0.5% in the fourth quarter[.] [T]hat slowdown is consistent with the November[, ] 1989 forecast.

# Sentences

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2. Real economic growth slowed to 0.5% in the fourth quarter[.] [T]hat slowdown is consistent with the November[ ] 1989 forecast.

# Sentences

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2. But use **two** commas if the day's date is used with the year:

November **[17 ]** 1989**[ ]** forecast.

# Sentences

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2. But use **two** commas if the day's date is used with the year:

November **[17,]** 1989**[ ]** forecast.

# Sentences

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2. But use **two** commas if the day's date is used with the year:

November **[17,]** 1989**[,]** forecast.

# Sentences

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2. Don't forget to use the second comma.

November [17,] 1989[,] forecast.



# Sentences

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3. **There is alot of pressure on companies to trim their payrolls, however, our company now has less employees than it needs to meet demand for it's products.**

# Sentences

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3. There is alot of pressure on companies to trim their payrolls, however, our company now has less employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls, however, our company now has less employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls[,]  
however, our company now has less employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls[.]

However, our company now has less employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls[;]  
however, our company now has less employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls[;]  
however, our company now has less employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls[;]  
however, our company now has [fewer] employees than it needs to meet demand for it's products.



# Sentences

3. There is [a lot] of pressure on companies to trim their payrolls[;]  
however, our company now has [fewer] employees than it needs to meet demand for it's products.

# Sentences

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3. There is [a lot] of pressure on companies to trim their payrolls[;]  
however, our company now has [fewer] employees than it needs to meet demand for [its] products.

# Sentences

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4. The network of operating systems are supported by the main disk drive.

# Sentences

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4. The network of operating systems are supported by the main disk drive.

# Sentences

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4. The network of operating systems  
[is] supported by the main disk  
drive.

# Sentences

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4. The network (of operating systems) [is] supported by the main disk drive.

# Sentences

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## 4. The network

[is] supported by the  
main disk drive.

# Sentences

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5. There's lots of tricks to being a good writer.



# Sentences

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5. There's lots of tricks to being  
a good writer.

# Sentences

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5. There [are] lots of tricks to being  
a good writer.

# Sentences

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6. A comparison of these results with those from three earlier studies indicate that zinc levels consistently exceed acceptable limits.

# Sentences

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6. A comparison of these results with those from three earlier studies indicate that zinc levels consistently exceed acceptable limits.

# Sentences

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6. A comparison of these results with those from three earlier studies indicate[s] that zinc levels consistently exceed acceptable limits.

# Sentences

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7. She was healthy, wealthy, and  
an athlete.

# Sentences

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7. She was healthy, wealthy, and  
an athlete.

# Sentences

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7. She was healthy, wealthy, and  
[athletic].



# Sentences

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8. **My primary responsibilities are essentially to manage staff, to create a new data base of specific economic reporting techniques, and reorganizing the office.**

# Sentences

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8. My primary responsibilities are [essentially] to manage staff, to create a new data base of specific economic reporting techniques, and reorganizing the office.

# Sentences

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8. My primary responsibilities are  
[ ] to manage staff, to  
create a new data base of specific  
economic reporting techniques, and  
reorganizing the office.

# Sentences

8. My primary responsibilities are

[ ] to manage staff, to

create a new data base of specific

economic reporting techniques, and

reorganizing the office.

# Sentences

8. My primary responsibilities are

[ ] to manage staff, to

create a new data base of specific

economic reporting techniques, and

[to reorganize] the office.

# Sentences

---

8. to manage staff,

to create a new data base of specific

economic reporting techniques, and

to reorganize the office.

# Sentences

---

8. to manage staff,  
to reorganize the office, and  
to create a new data base of specific  
economic reporting techniques.

# Sentences

---

8. to manage staff,

reorganize the office, and

create a new data base of specific

economic reporting techniques.



# Sentences

---

8. to manage staff,

reorganize the office, and

create a new data base of specific

economic reporting techniques.

# Sentences

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8. to manage staff,

reorganize the office, and

create a new [database] of specific

economic reporting techniques.

# Sentences

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9. **There's nothing worse then insulting our clients intelligence, by making errors in spelling, punctuation, proofreading, and grammer.**

# Sentences

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9. There's nothing worse then insulting our clients intelligence, by making errors in spelling, punctuation, proofreading, and grammer.

# Sentences

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9. There's nothing worse **[than]** insulting our clients intelligence, by making errors in spelling, punctuation, proofreading, and grammer.

# Sentences

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9. There's nothing worse **[than]** insulting our clients intelligence, by making errors in spelling, punctuation, proofreading, and grammar.

# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence, by making errors in spelling, punctuation, proofreading, and grammar.

# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence[,] by making errors in spelling, punctuation, proofreading, and grammar.



# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence[ ] by making errors in spelling, punctuation, proofreading, and grammar.

# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence[ ] by making errors in spelling, punctuation, proofreading, and grammar.

# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence[ ] by making [errors] in spelling, punctuation, proofreading, and grammar.

# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence[ ] by making [errors] in spelling, punctuation, proofreading, and grammer.

# Sentences

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9. There's nothing worse [than] insulting our [clients'] intelligence[ ] by making [errors] in spelling, punctuation, proofreading, and [grammar].