

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page is mostly blank, with a horizontal line near the top. The text "Sentences in Need of Revision" is written in a large, bold, red font in the center of the page.

# **Sentences in Need of Revision**

# 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 a lot of pressure on companies to trim their payrolls, however, our company now has less employees than it needs to meet demand for its 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

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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

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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

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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

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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

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8. to manage staff,

to create a new data base of specific

economic reporting techniques, and

to reorganize the office.

# Sentences

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8. to manage staff,

to reorganize the office, and

to 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 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 than 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 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 **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**].