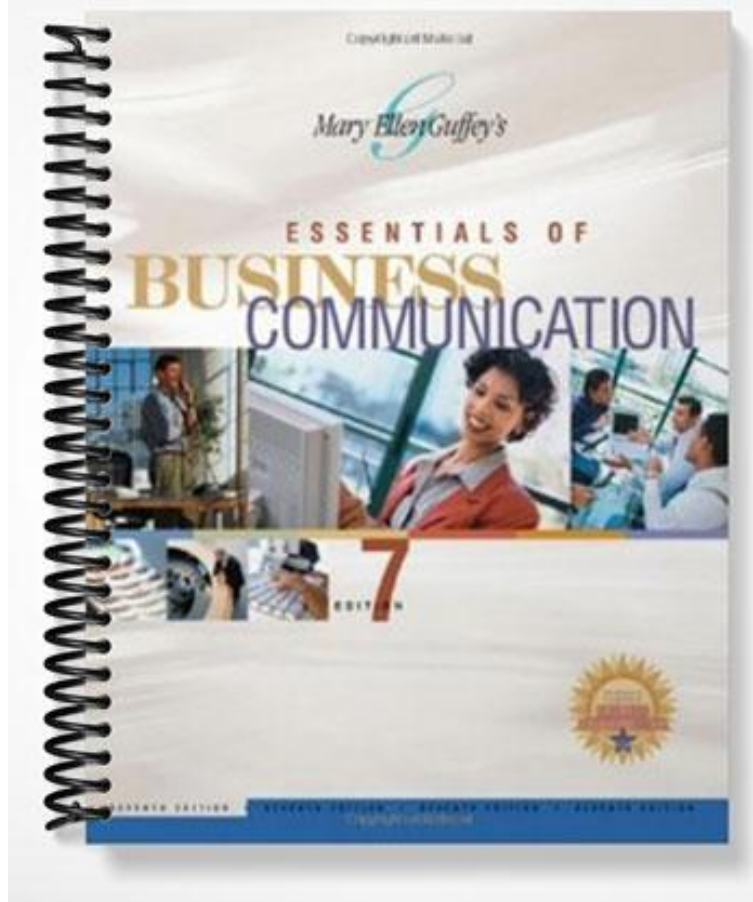


# SOLUTIONS MANUAL




**GRAMMAR/MECHANICS CHALLENGE – 1**

TO: Jocelyn Smith-Garcia  
 FROM: Kevin West, Manager  
 DATE: November 4, 200x  
 SUBJECT: SUGGESTION<sup>S</sup> FOR TELECOMMUTING SUCCESSFULLY

To help you become an effective telecommuter, Jocelyn, we have a few suggestions to share with you. I understand you will be working at home for the next ~~9~~<sup>nine</sup> months. The following guidelines should help you stay in touch with us<sup>g</sup> and complete<sup>g</sup> your work satisfactorily<sup>il</sup>:

- Be sure to check your message ~~board~~<sup>board</sup> daily<sup>g</sup> and respond immediately<sup>ly</sup> to those who are trying to reach you.
- Check your e-mail at least ~~3~~<sup>three</sup> times a day, answer all messages promptly, and make sure that you send<sup>d</sup> copies<sup>ie</sup> of relevant messages<sup>a</sup> to the appropriate office staff<sup>#</sup>.
- Transmit all spreadsheet work to Zachary Jackson in our computer services department. He will analyze each week's activities<sup>ie</sup> and update all inventories<sup>ie</sup>.
- Provide me with end<sup>=</sup> of week reports<sup>=</sup> indicating the major accounts you serviced.

In preparing<sup>g</sup> your work area you should make sure you have adequate space for your computer, printer, fax, and storage. For security reasons, your<sup>#</sup> working area should be off limits to your family and friends.

We will continue to hold once<sup>=</sup> a week staff meetings on Friday's at 10 a.m. ~~in the morning~~<sup>one two</sup>. Do you think it would be possible for you to attend ~~1~~<sup>1</sup> or ~~2~~<sup>2</sup> of these meetings<sup>s?</sup>? The next one is Friday, November 17th.

I know you will enjoy working at home, Jocelyn. Following these basic guidelines should help you accomplish your work<sup>g</sup> and provide the office with adequate contact with you.



## GRAMMAR/MECHANICS CHALLENGE – 2

### MADISON FINANCIAL SERVICES

#### Interoffice Memo

DATE: July 20, 200x  
 TO: Jeannine Horn, Manager, Human Resources  
 FROM: Douglas Waterson, CEO <sup>DW</sup>  
 SUBJECT: <sup>Securing</sup> Losing Payroll Data <sup>With Better Firewalls</sup> ~~Because of Hacking~~

~~It has come to the attention of the writer that on July 18<sup>th</sup> the software database maintained by Quantum data services for the purpose of preparing payroll for our employees was accessed illegally. We did not learn about the “hacking” of the system until yesterday when Quantum made an examination of their system.~~

Our employees' payroll records include social security <sup>numbers</sup> ~~#,~~ employees' addresses and payroll information such as various deductions. A review of the <sup>566</sup> ~~five hundred sixty-six~~ names in the database shows no damage to the data or modification of the data. We ~~don't think there was any malicious intention to destroy or annihilate the data.~~ Individual bank account information <sup>and such like</sup> for employees <sup>is</sup> ~~are~~ not part of the file. It appears that names may have been copied, however, no other information was lost.

The computers holding the database were immediately taken off-line and <sup>carefully</sup> ~~meticulously~~ examined to <sup>find out</sup> ~~ascertain~~ whether any data were found to be corrupted. New, more extensive firewalls have been added to provide better security. ~~However,~~ because of these changes, payroll records will not be available <sup>after</sup> ~~before~~ July 24<sup>th</sup>.

A letter from <sup>me</sup> ~~myself~~ to all employees, as well as the same message on the company Intranet, will henceforth go out this <sup>afternoon.</sup> ~~p.m.~~ Pertaining to this matter, please do what you can to <sup>reduce</sup> ~~minimize~~ concern among employees. <sup>Assure</sup> ~~Ensure~~ them that <sup>their</sup> ~~there~~ personal data have not been harvested, and that we have <sup>taken</sup> ~~took~~ appropriate steps to prevent and avoid future hacking. I appreciate your help.


**GRAMMAR/MECHANICS CHALLENGE – 3**

GARTH I. PETERSON  
CERTIFIED FINANCIAL PLANNER

3392 Econlockhatchee Trail  
Orlando, FL 32822-6588  
(407) 551-8791  
garth.peterson@flor.com

Current date

Mrs. Julie Noriega  
392 Blue Lagoon Way  
Orlando, FL 32814

Dear Julie:

This is to inform you that, as your Financial Planner, I'm happy to respond to your request for clarification on the tax status of eBay profits.

As you <sup>probably know</sup> ~~in all probability are all ready aware of~~, you can use eBay to clean out your closets. ~~It~~ <sup>or</sup> ~~can also be used~~ to run a small business. <sup>You are</sup> ~~smart~~ to enquire about your tax liability.

Although ~~there is~~ <sup>a</sup> no clear line ~~that~~ <sup>e</sup> separates fun from profit or a hobby from a business, <sup>One</sup> ~~thing~~ is certain, the IRS taxes all income.

There ~~are~~ <sup>are</sup> a number of factors ~~that~~ <sup>you should consider</sup> help determine whether ~~or not~~ your hobby should ~~or should~~ <sup>not</sup> be considered a business. To use eBay safely, ~~the following questions should be~~ <sup>considered:</sup>

1. Do you run the operation in a businesslike manner? Do you keep records, <sup>track</sup> ~~is your~~ profit and loss ~~tracked~~, or ~~do you~~ <sup>do you</sup> keep a separate checking account?
2. Do you devote <sup>#</sup> ~~a~~ lot of time and effort to eBay? If you spend ~~eighteen~~ <sup>18</sup> hours a day selling on eBay the IRS would tend to think ~~you~~ <sup>you are</sup> in a business.
3. <sup>Do you</sup> ~~Some people~~ depend on the income from ~~their~~ eBay activities for ~~their~~ <sup>your</sup> livelihood?
4. <sup>Are you</sup> ~~Are you~~ selling items for more than they cost you? If you spend ~~four dollars~~ <sup>\$4</sup> for a Garage Sale vase and sell it for ~~fifty dollars~~ <sup>\$50</sup>, the IRS would probably consider this a business transaction. <sup>All profits are</sup> ~~All profits~~ is taxable. <sup>further</sup> ~~Even for~~ eBay sellers who are just playing around. If you wish to discuss this ~~further~~ <sup>further</sup>, please call me at 551-8791.

Sincerely,



Garth Peterson

 **Grammar/Mechanics Challenge – 4**

**FOREST FINANCIAL SERVICES**

3410 Willow Grove Boulevard  
Philadelphia, PA 19137  
215.593.4400  
www.forestfinancial.com

June 9, 200x

Ms. Bonnie Jeffers  
First Trust Guaranty, Inc.  
1359 North Grand Avenue  
Walnut, CA 91790

Dear Ms. Jeffer:

We are in appreciation of the fact that you have shown your patience with us during the time of our merger with Capital One.

Pursuant to our telephone conversation this morning, this is to advise that two (2) agent's packages will be delivered to you next week. ~~Due to the fact that~~ new forms had to be printed, we do not have them immediately available.

Although we cannot offer a 50/50 commission split, we are able to offer new agents a 60/40 commission split. There are two new agreement forms that show this commission ratio. When you get ready to sign up a new agent, have them fill in these up to date forms.

When you send me an executed agency agreement please make every effort to tell me what agency package was assigned to the agent. On the last form that you sent you overlooked this information. We need this information to distribute commissions in an expeditious manner.

Call  
If you have any questions, don't hesitate to call on me.

Yours very sincerely,

*Brian Simpson*

Brian Simpson  
Senior Sales Manager



## Grammar/Mechanics Challenge – 5

DATE: March 2, 200x  
 TO: Department Heads, Managers, and Supervisors  
 FROM: James Robbins, Director, Human Resources *JR*  
 SUBJECT: Submitting Appraisals of Performance by April 15th

~~Please be informed that~~ performance appraisals for all your employees are due before April 15th. These appraisal are especially important and essential this year. Because of job changes, new technologies and ~~because of~~ office reorganization.

To complete your performance appraisals in the most effective way, you should follow the procedures described in our employee handbook. Let me briefly make a review of those procedures:

1. Be sure each ~~and every~~ employee has a performance plan with ~~3 or 4~~ main objective. *three four*
2. For each objective ~~make an assessment of~~ the employee on a scale of 5 (consistently exceeds requirements) to 0 (does not meet requirements at all).
3. You should identify ~~3~~ strengths that he brings to the job. *three the employee*
4. Name ~~3~~ skills that he can improve. These should pertain to skills such as ~~time~~ Management rather than behaviors such as habitual lateness. *Meet with*
5. The employee ~~should be met with~~ to discuss his appraisal. *the*
6. ~~Finish the appraisal and~~ send the completed appraisal to this office.

We look upon appraisals ~~like~~ a tool for helping each worker assess his performance and enhance his output. If you would like to discuss this farther, please ~~do not hesitate to~~ call me.


**Grammar/Mechanics Challenge – 6**

January 20, 200x

Mr. Jason R. Weingartner  
3201 Rose Avenue  
Mar Vista, CA 90066

Dear Mr. Weingartner:

SUBJECT: Your February 5<sup>th</sup> Letter Requesting Information About New All Natural Products

~~We have received your letter of February 5 in which you inquire about our all natural products. Needless to say, we are pleased to be able to answer in the affirmative.~~ Yes, our new line of freeze dried back packing foods meet the needs of older adults and young people as well. You asked a number of questions, and here are answers to your questions about our products:

- Our all natural foods contains no preservatives, sugars, or additives. The enclosed list of dinner items tell what foods are cholesterol-, fat-, and salt-free.
- Large orders receive a five percent discount when they're placed direct with Outfitters, Inc. You can also purchase our products at Malibu Sports Center, 19605 Pacific Coast Highway Malibu CA 90265.
- Outfitters, Inc., food products are made in our sanitary kitchens which I personally supervise. The foods are flash froze in a patented vacuum process that retain freshness, texture and taste.
- Outfitters, Inc., food products are made from choice ingredients that combines good taste and healful quality.
- Our foods stay fresh and tasty for up to 18 months.

Mr. Weingartner, I started Outfitters, Inc., five years ago because ~~of the fact that~~ discerning back packers rejected typical camping fare. ~~Its a great pleasure to be able at this point in time to share my custom meals with back packers like you.~~ <sup>now</sup> It's a great pleasure to be able to share my custom meals with back packers like you.

I hope you'll enjoy the enclosed sample meal. "Saturday Night on the Trail" is a four-course meal complete with fruit candies and elegant appetizers. Please call me personally at (213) 459-3342 to place an order or to ask other questions about my backpacking food products.

Sincerely,



## Grammar/Mechanics Challenge – 7

**ConEx**  
Consolidated Express

Current date

Mr. Robert T. Hesser  
111349 Pinestone Court  
San Diego, CA 92128

Dear Mr. Hesser:

Beginning February 15, your rates for ConEx domestic services will change to those in the enclosed rate agreement. These new rates reflect an increase ~~on the average of~~ <sup>average</sup> between 3% <sup>percent.</sup> and 4%, however, rates for ConEx standard overnight service ~~is~~ <sup>are</sup> decreasing for heavier weights, and ConEx express saver rates are staying the same for heavier weights.

ConEx express saver gives you ConEx value for your less <sup>urgent</sup> shipments. It ~~affords~~ <sup>allows</sup> you an opportunity for delivery in ~~3~~ <sup>three</sup> business days at some of our most affordable rates ever, yet it offers such ConEx extras as committed delivery, 24-hour access to shipment information and our money <sup>back</sup> guarantee.

Because we recognize the growing number of business <sup>es whose</sup> ~~who's~~ work extends right through the week end, ConEx announces a welcome innovation, Sunday delivery. Starting March 10th, shipments dropped off or picked up on Friday or Saturday can be delivered to ~~fifty~~ <sup>50</sup> U.S. metropolitan areas on Sunday via ConEx priority overnight service— for a ~~twenty dollar~~ <sup>\$20</sup> special handling fee.

Enhancements to our Web site (www.conex.com) makes <sup>g</sup> using ConEx easy and fast. In addition, ConEx gives you a lot of ways to satisfy your customers' expectations, which range from reliable on time delivery, to consistent, dependable handling. We appreciate you choosing ConEx, and strive to ~~all ways~~ <sup>always</sup> meet your express shipping needs.

Sincerely,

*Donald M. Humphries*

Donald M. Humphries

Enclosure




**Grammar/Mechanics Challenge – 8**

DATE: August 5, 200x  
 TO: Arthur W. Rose, Vice President  
 FROM: Jessica Thomas, Market Research  
 SUBJECT: ANALYSIS OF GATORADE XL

Here is a summary of the research of James Willis and myself. Regarding the reduced sugar sports drink being introduced by our No. 1 competitor, Gatorade.

In just under a year's time, Gatorade developed this new drink; it combines together a mixture of 50 percent sugar and 50 percent artificial sweetener. Apparently, Gatorade plans to spend over \$8 million to introduce the drink, and to assess consumers' reactions to it. It will be tested on the shelves of convenience stores, groceries, and other mass merchants in five cities in Florida.

The company's spokesperson said, "The 'X' stands for excellent taste, and the 'L' stands for less sugar." Aimed at young adults who don't like the taste of artificial sweeteners but who want to control calories, the new sports drink is a hybrid sugar and diet drink. Our studies show that similar drinks tried in this country in the 1980's were unsuccessful. On the other hand, a 50-calorie low-sugar sports drink introduced in Canada two years ago was well received; similarly, in Japan a 40-calorie soda is now marketed successfully by Coca-Cola.

However, our research in regard to trends and our analysis of Gatorade XL fails to indicate that this country's consumers will be interested in a midcalorie sports drink. Yet Wall Street's response to Gatorade's announcement of its new drink was not unfavorable.

~~In view of the foregoing the writer and her colleague are of the opinion that we should~~  
 take a wait-and-see attitude toward the introduction of our own low-sugar sports drink.


**Grammar/Mechanics Challenge – 9**

DATE: November 9, 200x  
 TO: Mark Edelstein, President  
 FROM: Darmisha Pierson, Development Officer  
 SUBJECT: Progress Report on Construction of Seattle Branch Office

Construction of Vintage Realty's Seattle Branch Office has entered Phase ~~three~~<sup>three</sup>. Although we are ~~1~~<sup>one</sup> week behind the contractor's original schedule, the building should be ~~a~~<sup>ready</sup> for occupancy on March 10.

### Past Progress

Phase ~~one~~<sup>one</sup> involved development of the architect's plans; this process was completed on June 5. Phase ~~two~~<sup>two</sup> involved submission of the plans for county building department approval. Each of the plans ~~were~~<sup>was</sup> then given to the following ~~two~~<sup>two</sup> contractors for the purpose of eliciting estimates: David Gray Construction and Millennium Builders. The lowest bidder was David Gray Construction; consequently, this firm began construction on July 15.

### Present Status

Phase ~~three~~<sup>three</sup> includes initial construction processes. We have completed the following steps as of November 9:

- Demolition of existing building at 11485 NW 27 Avenue
- Excavation of foundation footings for the building and for the surrounding wall
- ~~Steel reinforcing rods installed~~<sup>Installation of</sup> in building pad and wall
- Pouring of concrete foundation

David Gray Construction indicated that ~~he~~<sup>it</sup> was ~~1~~<sup>one</sup> week behind schedule for these reasons. The building inspectors required more steel reinforcement than ~~was~~<sup>a</sup> showed ~~on~~<sup>n</sup> the architect's blueprints. In addition, excavation of the footings required more time than the contractor anticipated because the 18-inch footings were all below grade.

### Future Schedule

~~In spite of the fact that~~<sup>Although</sup> we lost time in Phase 3, we are substantially on target for the completion of this office building by March 1. Phase 4 includes the following activities: framing, drywalling, and ~~installation of~~<sup>plumbing</sup>.

## Grammar/Mechanics Challenge – 10

### EXECUTIVE SUMMARY

#### Problem

The U.S. tuna industry must expand its markets abroad, particularly in regard to Japan, one of the largest consumers of tuna in the world. Although consumption of tuna is decreasing in the United States, it is increasing in Japan. The problem that is for the American tuna industry is developing appropriate marketing strategies to boost its current sales in Japanese markets. Even though Japan produces much of its tuna domestically, they must still rely on imported tuna to meet consumer demand.

#### Summary of Findings

This report analyzes the Japanese market, which currently consumes ~~six hundred thousand~~ <sup>600,000</sup> tons of tuna per year and is growing rapidly. In Japan, tuna is primarily used for sashimi (raw fish) and canned tuna. Tuna is consumed in the food service industry and in homes. Much of this tuna is supplied by imports, which at this point in time total about 35% of sales. Our findings indicate that not only will this trend expand, but the share of imports will continue to grow. The trend is alarming to Japanese tuna industry leaders because this important market, close to a ~~billion~~ <sup>dollars</sup> a year, is increasingly subject to the influence of foreign imports. Declining catches by Japan's own tuna fleet, as well as a sharp upward turn in food preference by affluent Japanese consumers, ~~has~~ <sup>have</sup> contributed to this trend. The demand for sashimi alone in Japan has increased ~~in~~ <sup>the amount of</sup> 15% in the past two years.

The U.S. tuna industry ~~are~~ <sup>is</sup> in the perfect position to meet this demand. Fishing techniques ~~has~~ <sup>have</sup> been developed that maximize catch rates, while minimizing danger to the environment. Modern packaging procedures assure that the tuna reaches Japan in the freshest possible condition. ~~Let it be said that~~ Japanese consumers have rated the quality of American tuna high, which has increased demand.

#### Recommendations

Based on our ~~analysis~~ <sup>analysis,</sup> we recommend the following ~~6~~ <sup>six</sup> marketing strategies for the U.S. Tuna industry:

1. Farm greater supplies of tuna to export.
2. Establish new fisheries around the World.
3. ~~We should~~ market our own value-added products.
4. Sell fresh tuna direct to the Tokyo Central Wholesale market.
5. Sell to other Japanese markets also.
6. ~~Direct sales should be made~~ <sup>Make</sup> to Japanese Supermarket chains.



## Grammar/Mechanics Challenge – 11

### Honolulu-Pacific Federal Interagency Board

Policy Board Committee

Room 25, 310 Ala Moana Boulevard, Honolulu

February 4, 200x

**Present:** Debra Chinnapongse, Tweet Jackson, Irene Kishita, Barry Knaggs, Kevin Poepoe, and Ralph Mason

**Absent:** Alex Watanabe

The meeting was call<sup>ed</sup> to order by Chair Kevin Poepo<sup>e</sup> at 9:02 a.m. ~~in the morning~~<sup>g</sup>. Minutes from the January 6<sup>th</sup> meeting<sup>g</sup> were read and approve<sup>d</sup>.

#### Old Business

Debra Chinnapongse discussed the cost of the annual awards luncheon<sup>g</sup> that honors outstanding employees. The ticket price<sup>g</sup> does not cover all the expenses incurred<sup>r</sup>. Major expenses include<sup>g</sup> awards, leis, and comple<sup>m</sup>entary lunches for the judges, VIP guests<sup>r</sup> and volunteers. Honolulu-Pacific Federal Interagency Board can not continue to make up the difference between income<sup>r</sup> from tickets<sup>g</sup> and costs for the luncheon<sup>g</sup>. Ms. Chinnapongse reported that it had come to her attention that other interagency boards relied on members' contributions for their awards programs.

**MOTION:** To send a letter to board members asking for their contributions to support the annual awards luncheon. (Chinnapongse/Kishita). PASSED 6-0.

#### Reports

Barry Knaggs reported that the homeland defense committee sponsored a get acquainted meeting in November. More than ~~eighty~~<sup>80</sup> people from various agencies attended.

The Outreach Committee reports that ~~they have~~<sup>it has</sup> been asked to assist the Partnership for Public Service, a non profit main land organization in establishing a speakers bureau of Hawaiian Federal employees. ~~It~~<sup>They</sup> would be available to speak at schools and colleges about Federal jobs and employment.

#### New Business

The chair announced a Planning Meeting to be held in March regarding revising the emergency dismissal plan. In other New Business Ralph Mason reported that the staff had purchased ~~fifty~~<sup>50</sup> tickets for members and our committees to attend the Zig Ziglar seminar in ~~the month of~~<sup>g</sup> March.

#### Next Meeting

The next meeting of the Policy Board Committee will be held in early April at the Fleet and Industrial Supply Center, Pearl harbor. ~~At that time~~<sup>g</sup> the meeting will include a tour of the Red Hill under ground fuel storage facility.

The meeting ~~adjourned~~<sup>was</sup> at 10:25 am by Kevin Poepoe.

Respectfully submitted,

## Grammar/Mechanics Challenge – 12

### EXECUTIVE SUMMARY

#### Purpose of Report

The purposes of this report <sup>are</sup> (1) ~~to~~ determine the Sun coast university campus community's awareness of the campus recycling program and (2) ~~to~~ recommend ways to increase participation. Sun Coasts recycling program was intended to respond to the increasing problem of waste disposal, to fulfil <sup>its</sup> social responsibility as an educational institution, and to meet the demands of legislation that ~~made it~~ <sup>d</sup> a requirement <sup>d</sup> for individuals and organizations to recycle.

A ~~survey~~ <sup>ys</sup> was conducted in an effort to learn about the campus communities recycling habits and to ~~make an assessment of the~~ <sup>current</sup> participation in the recycling program that is ~~current~~. <sup>A total of</sup> 220 individuals responded to the ~~survey~~ but ~~twenty seven~~ <sup>27</sup> surveys could not be used. Since Sun coast university's recycling program include <sup>s</sup> only aluminum, glass, paper, and plastic at this ~~point in time~~ <sup>s</sup> these were the only materials considered in this ~~study~~.

#### Recycling at Sun coast

Most ~~survey~~ respondents recognized the importance of recycling, <sup>e</sup> they stated that they do recycle aluminum, glass, paper and plastic on a regular basis either at home or at work. However, <sup>s</sup> most respondents displayed a low <sup>e</sup> level of awareness, <sup>s</sup> and use of the on-campus program. Many of the respondents <sup>e</sup> ~~was~~ <sup>were</sup> unfamiliar with the location of the bins around campus, <sup>s</sup> and therefore had not participated in the ~~Recycling Program~~. Other responses indicated that the bins were not <sup>e</sup> ~~located in convenient locations~~ <sup>conveniently</sup>.

#### Recommendations for increasing recycling participation

Recommendations for increasing participation in the Program include the following <sup>e</sup>:

1. <sup>e</sup> relocating the recycling bins for greater visibility <sup>i</sup>
2. <sup>e</sup> development <sup>ing</sup> of incentive programs to gain the participation of on-campus groups <sup>s</sup>
3. <sup>e</sup> training student volunteers to give on-campus presentations that <sup>e</sup> ~~give an explanation of~~ the need for recycling <sup>s</sup> and the benefits of using the ~~Recycling Program~~
4. <sup>e</sup> ~~we should~~ <sup>ing</sup> increase <sup>of</sup> advertising <sup>s</sup> in regard to the ~~Program~~


**Grammar/Mechanics Challenge – 13**

MEGAN A. RYAN

2450 <sup>First</sup> 1st StreetMiami, <sup>FL</sup> Flor., 33133**EDUCATION**

Coastal Community College, Miami, Florida

Degree expected ~~approximately~~ in June of 2008

Major: Office Technology

**EXPERIENCE:**

- **Office Assistant.** Host Systems, Miami. 2006 to ~~present~~. Responsible for entering data on Macintosh computer. ~~I had to~~ insure accuracy and completeness of data ~~that was to be entered~~. Another duty was maintaining a clean and well-organized office. ~~I also~~ served as Office Courier.
- **Lechter's Housewares.** Miami Shores. <sup>spell out</sup> (2nd Asst. Mgr) managed store in absence of mgr. and <sup>Dates?</sup> (asst. mgr.) open and close registers. Balanced daily receipts. Ordered ~~some~~ mds. ~~I also had to~~ supervise <sup>d, two</sup> 2 employees, earning rapid promotion.
- **Clerk typist.** Caribbean Cruises Miami. 2001–02 <sup>Typed</sup> (part time) Entered guest data on IBM PC. ~~Did~~ personalized followup letters to customer inquiries. <sup>ie Answered</sup> Was responsible for phones. ~~I also~~ handled all errands as courier.

**STRENGTHS**

Computer, transcription, proofreading

~~Can type 50 words/per/minute~~ <sup>wpm</sup>~~I am a fast learner, and very accurate~~

Word, Excel, InterNet

 **Grammar/Mechanics Challenge – 14**

4201 North Harrison  
Shawnee, OK 74801  
June 4, 200x

Mr. Anthony R. Masters  
Human Resources Department  
Biolog Enterprises  
7246 South May Avenue  
Oklahoma City, OK 73159

Dear Mr. Master<sup>s</sup>;

I appreciate the opportunity ~~for the interview~~ <sup>to interview</sup> yesterday for the newly listed ~~Position of~~ <sup>e</sup> Sales ~~Trainee~~. It was ~~really~~ a pleasure meeting yourself and learning more about Biolog Enterprises. ~~you~~ <sup>≡</sup> have a fine staff and a sophisticated approach to marketing.

~~Your~~ <sup>o</sup> organization appears to be growing in a directional ~~manner~~ <sup>e</sup> that ~~parallels~~ <sup>e</sup> my interests <sup>o</sup> and career goals. The interview with yourself and your staff yesterday confirmed my ~~initial~~ <sup>initial</sup> positive impressions of Biolog Enterprises, and I want to reiterate my strong interest in working ~~with and~~ for you. My ~~prior~~ <sup>o</sup> Retail sales <sup>o</sup> experience as a sales associate with Sears, <sup>o</sup> plus my recent training in Microsoft Word and Excel would enable me to ~~make~~ progress steadily through your ~~programs of training~~ <sup>training</sup> and ~~become~~ <sup>e</sup> a productive member of your sales team ~~in no time at all~~. <sup>quickly</sup>

Again, thank <sup>o</sup> you for your ~~kind and gracious~~ <sup>o</sup> consideration. ~~In the event that~~ <sup>If</sup> you need ~~any~~ additional information <sup>o</sup> ~~from me, all you have to do is give me a~~ <sup>o</sup> call me at (405) 391-7792.

Sincerely <sup>e</sup> yours,