**Chapter 3 Review Exercises**

1. **This letter contains a number of fragments. Using the techniques you have learned in this chapter, revise the letter, correcting the errors.**

Dear Mr. Fritz:

Along with the many other employees of Rome Industries. I would like to offer you my sincere good wishes. On the occasion of your retirement. We will truly miss you.

Because of your outstanding performance. As an assistant public relations director. We would like to express our appreciation with small gift. You will find a check for $5000 enclosed.

In addition, you will be cordially invited. To the annual executive banquet. At which you will be presented with a gold watch. Symbolizing your many years of loyal service.

I hope that your retirement. Will be healthy and rewarding. And that you will visit us whenever you have a chance. It will not be easy. To replace a colleague as amiable and efficient as you have been these nineteen years.

Sincerely yours,

1. **This letter contains a number of run-ons. Revise the letter, correcting errors.**

Dear Mr. Marcus:

Thank you for inviting Dr. T.S. Katz to speak at your health club, physical fitness through psychotherapy is a topic in which she is very interested.

Unfortunately, Dr. Katz will be out of town through the month of August, therefore she will be unable to speak to your members until fall. Moreover, she will be in Safari in Kenya, consequently, I will not be able to inform her of your invitation for several weeks.

Nevertheless, I am sure Dr. Katz would appreciate your invitation, I will convey it to her as soon as she returns. Our office will get in touch with you at that time, I hope we will be able to arrange a date for the lecture then.

Sincerely yours,

1. **This letter contains a number of run-ons and fragments. Revise the letter, correcting the errors.**

Dear Mr. Woolf:

In reply to your inquiry of July 31, 20-, regarding Ms. Ruby R. Hood. I am pleased to supply the information you requested.

Ms. Hood was in our employ for years, she was a visiting nurse in our midtown district. Her principal responsibility was to tend to a number of elderly patients. Whose needs included domestic assistant as well as medical attention and bedside care.

Ms. Hood was an outstanding nurse, many of her patients looked upon her with grandmotherly affection. She related well to even the most crotchety of them. And was capable of performing under the most difficult, even dangerous, of conditions.

It is entirely without hesitation. That I recommend Ms. Hood for the position of Head Nurse at your institution.

Very sincerely yours,

**After you finish correcting, check your answers on Pg. 334**

**Chapter 4 Review Exercises (Pg. 65)**

**C. Type the paragraph to Mr. Hyman with a many S-ending errors. Find the errors and correct them.**

1. **Type the invitation which contains many S-ending errors. Find the errors and correct them.**
2. **Review Exercise E: Type the letter to Mr. Mitchell. Proofread the letter for S-ending errors and correct them.**

**After you finish correcting, check your answers on Pg. 339**