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CHAPTER 7 SOLUTIONS

Writing Improvement Exercises

Passive-Voice Verbs (Obj. 3)

16. Free shipping is unavailable for orders under \$100. *OR:* Free shipping is available on all orders over \$100.
17. Patients cannot be admitted until after their insurance coverage is verified. *OR:* Patients can be admitted after verification of their insurance coverage.
18. Because visitors are no longer covered by our liability insurance coverage, company tours must be postponed indefinitely.
19. Large SUVs are not covered by your car rental insurance.
20. Health and dental benefits are offered only after employees have been on the job for 12 months.

Subordinating Bad News (Obj. 3)

21. Although your complete order cannot be shipped at this time, two corner workstations should arrive within five days.
22. Although flowers could not be shipped the week before Mother's Day, we apologize and invite you to try again with free shipping for the next week.
23. Although sustainability goals prevent us from mailing print catalogs, we now offer all of our catalog choices at our website, which is always current.
24. Although an employment offer cannot be extended at this time, we appreciate your interest in our organization.

Business Communication Guffey Answers For

JL Elias



Business Communication Guffey Answers For

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