

N A M E _____ D A T E _____

Application 5-A

Proofread the following draft of a letter. Use appropriate revision symbols to insert and delete commas as needed.

January 15, <YEAR>

Mr. Miguel Ruiz
4423 Elmhurst Drive
Norman OK 73071

Dear Mr. Ruiz:

Thank you for attending the meeting last week that explained our limited partnership. Thank you also for letting me know that you are interested in investing in this venture.

As you requested I have enclosed a prospectus for the partnership. Also enclosed is a questionnaire that must be completed before we can accept you as an investor.

Please complete sign, and return the questionnaire to us as soon as possible. The questionnaire should be returned to Julia Spencer our attorney at Post Office Box 2843, Bismark, ND 58507, by February 15. Once you have been accepted as an investor you will be asked to submit your check for \$20,000.

Incidentally we need only three more investors before the project can begin. We hope to have these investors identified by the first of March.

Please call Ms. Spencer or me if you have questions about the prospectus. I look forward, to hearing from you soon.

Sincerely,

WILKINSON PARTNERSHIP

Harry Wilkinson General Partner

cbc
Enclosures

NAME _____ DATE _____

Application 5-B

Proofread the following letter for correct comma usage. Use appropriate revision symbols to insert or delete commas as needed.



Big Sky Computers

3245 Nelson Avenue, Missoula, MT 59807
Phone: 406.555.1247 • Fax: 406.555.1298 • bsmt@bigsky.com

July 1, <YEAR>

Ms. Carolyn Barrios
Barrios Accounting Consultants
Post Office Box 7236
Missoula MT 59807

Dear Ms. Barrios:

As I mentioned to you on the telephone today I would like to arrange a time for your annual audit of our books. Our fiscal year, as you know ended June 30, and we would like to complete the year-end process as soon as possible.

Mr. Joe Hartwell our new accountant, will be glad to assist you while you complete the audit. He has access to our records our computer system, and our safe.

I have several questions that are too involved for this letter and I would appreciate your meeting with me in my office next week. Would Friday July 8, at 3:30 p.m. suit your schedule? My assistant will telephone you Tuesday to confirm this appointment.

Ms. Barrios I appreciate the competent meticulous job that your staff always does for us. I look forward to meeting with you next week.

Sincerely,

Joy Jansen

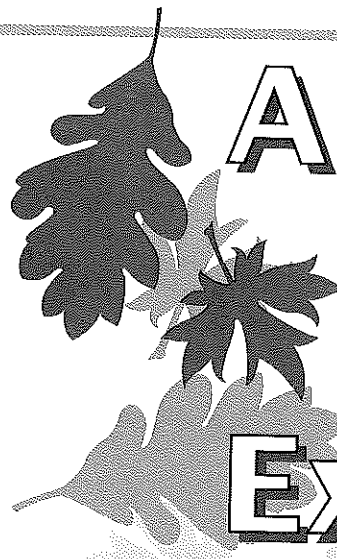
Joy Jansen,
Accounting Manager

rds

NAME _____ DATE _____

Application 5-C

Proofread the following bulletin board notice to be posted throughout your organization's building. Use appropriate revision symbols to correct comma usage errors plus any other types of errors.



Annual Fall Foliage Excursion

Saturday, September 21, <YEAR>

Our annual fall foliage excursion has been scheduled for Saturday, September 21. The trip will take us through the mountains on the scenic Blue ridge Parkway. We will stop at two apple orchards where you may purchase several variety's of apples: red delicious and golden delicious apples for eating and a tart apple for cooking.

As a special treat, Rob Bennett has invited us to visit his mother-in-laws mountain cabin. We will arrive at Mrs. Sharps cabin about 10:30 a.m.. You will be served refreshments, and will have the opportunity for a short hike to a beautiful cool water fall.

Please sign up for the trip by calling 555-2846 as soon as possible. The bus capacity is 52 people, and the trip will be limited to the the first 52 people who sign up. The bus will leave from our parking lot at 6:30 a.m., and return by 5:30 p.m.