

Exercise 17

- a. Payment will be made as soon as an itemized bill is received.
I will pay as soon as I receive an itemized bill.
- b. You will be notified.
Frank will notify you.
I will let you know.
- c. Your help is appreciated.
We appreciate your help.
- d. Our reply to your bid will be sent next week.
Our development department will reply to your bid next week.
- e. Your request will be given our consideration.
We will consider your request.
- f. This writer would like to be considered for your opening.
Please consider this writer for your opening.

Exercise 18

- a. If you want your workers to like you, show sensitivity to their needs.
If you want your employees to like you, be sensitive to their needs.
- b. By not hesitating to act, you prevented my death.
Your quick action saved my life.
- c. The union has won its struggle for a decent wage.
The union has secured a wage increase. ???