Day 1

1. President Song's acceptance speech is expected to last about ten minutes.

➢

2. Each year, Manu Corp. chooses a team to be honored for their outstanding achievements in product development.

➢

3. With advances in technology, it is much easier for doctors at hospitals and in private practices to diagnose patients.

➢

4. Wallpaper and lighting fixtures will affect the look of the room.

➢

5. Viking Tools is looking for an alternative oil-based lubricant that is comparable in quality to the brand that they have been using in the past.

➢

6. National Bank officials announced that they have taken the necessary steps to prevent another computer system failure.

➢

7. Next Wednesday, Mr. Sanders will be formally appointed as the new Vice President of Walton Tire.

➢

8. We cordially ask that every participant visit the registration booth upon arrival.

➢

9. The new science museum is expected to attract many tourists to the city.

➢

10. If your baggage is damaged or lost, you will be asked to specifically describe what your bag looks like and where it was last seen.

➢

Day 2

1. The personnel department tries to keep all employees informed about the company's benefit packages.

➢

2. An end-of-month cash bonus will be offered to servers who sign up for an extra work shift during the weekend.

➢

3. Exercise machines at the Sports Equipment Factory are checked regularly to ensure that they are working in good condition.

➢

4. Carnival Shoes has been committed to offering comfortable and durable work shoes at low cost.

➢

5. By confirming its plan to build five additional plants in North Carolina, Rondo Chemicals Inc. showed confidence in increasing its market share in the country.

➢

6. KL Home Furnishings Corporation's philosophy is that retaining loyal customers is much more valuable than trying continuously to attract new customers.

➢

7. Small stores that put an ad in the Indiana Tribune are quite pleased with the cost effectiveness.

➢

8. Small swamps and wetlands provide excellent habitats for a diversity of small creatures and plants.

➢

9. The deadline for submission is rapidly approaching, so data collection should be finished within five days.

➢

10. In order for the human resources department to arrange the temporary substitutes, vacation leaves should be requested three weeks in advance.

➢

Day 3

1. The deadline for submission is rapidly approaching, so data collection should be finished within five days.

➢

2. In order for the human resources department to arrange the temporary substitutes, vacation leaves should be requested three weeks in advance.

➢

3. The disappointing sales of the new product were due partly to the poor design.

➢

4. Every effort will be made to accommodate your preferred work schedule if you just indicate your shift preference on the schedule form provided.

➢

5. In spite of the recent downturn in the economy, Jamba Juice Smoothie and Cafe is expecting to generate healthy profits this year.

➢

6. The new movie, Two Teachers, has received favorable reviews on the interesting storyline from the critics.

➢

7. Unfortunately, you did not meet the minimum requirements for the position of assistant marketing director and will not be hired at this time.

➢

8. Powerseller.com decided to hire more customer service representatives to survive the increasingly competitive market.

➢

9. The legislature would have passed the trade agreement if the labor unions had not been so opposed to it.

➢

10. Please contact the maintenance department if you find any light bulbs which need to be replaced.

➢

11. If you can ensure delivery within a week, we intend to place our orders with your company.

➢

12. Customers who bought the new equipment commented that they had expected that it would perform much better than its predecessor.

➢

Day 4

1. Employees are asked to work overtime during the season when seasonal demands are high.

   ➢

2. Recyclable waste such as glass bottles should be separated from the garbage.

   ➢

3. The shelf that was ordered yesterday is scheduled to be delivered within 4 days.

   ➢

4. Not a single stock broker is able to precisely predict how the stock market will move.

   ➢

5. Because things are sometimes lost, important company documents should never leave the office.

   ➢

6. Next month, smart phones and tablets will be given to the sales representatives who spend the most hours on the road.

➢

7. The new shopping mall is located right next to the public library, just a 5-minute walk from the subway station.

➢

8. On Tuesday, the stock rose to more than $293.

➢

9. Our company needs to secure a second supplier of manufacturing materials or we will see a substantial slowdown in our production rate.

➢

10. The resignation of the CFO was suddenly announced to the board members.

➢

11. Make sure that you have turned off your computer and unplugged all your electrical appliances before leaving the office after work.

➢

12. Unless something is done to lower rental rates and property taxes, businesses will continue to leave the downtown area.



Day 5

1. One of the new hires needs to assist the sales representatives in responding to technical inquiries at the company booth.

➢

2. The billing department will send a timely warning notice as a reminder one week prior to your due date.

➢

3. When he served as president of Delvan Manufacturing, Pierre Dunn instituted several policies that transformed the company.

➢

4. The recent decline in demand from consumers was largely caused by the dramatic increase of the unemployment rate.

➢

5. Your joining fee covers the registration fee and your own personal locker to keep your valuables.

➢

6. New management, Pagoda Hackers, has already promised to increase wages by at least three percent by the end of next year.

➢

7. Any individuals can take advantage of immediate access to information provided by management consulting firms.

➢

8. It is difficult to accurately measure the amount of rainfall in the remote valley.

➢

9. This registration fee will cover the admission to all workshops and the lunch buffet at the Princeton Hotel.

➢

10. Wise Republic is a company that offers the most affordable products of its kind to the public.

➢

11. The advertising team made an amazing recovery from a late start to finish the project a week ahead of schedule.

➢

12. Financial advisors anticipate a larger growth on Sony Corp's stock than previously expected.

➢

Day 6

1. The clerks at our cheese specialty shop are very friendly and attentive, and customers often appreciate their knowledge of cheese.

➢

2. We guarantee that you can access our article archive without interruption.

➢

3. The audience at the conference thought Ms. Keller's speech to be very persuasive.

➢

4. You can pay it in installments if you are not ready to pay the balance in full.

➢

5. You can extend your borrowed books through library's Web site or at the circulation desk.

➢

6. SK corporate employees are permitted to wear casually on Fridays, with the exception of the receptionists, who must wear formally at all times.

➢

7. Janice Dickinson is clearly the most qualified for the position of marketing manager.

➢

8. Last year, Tito Communications introduced seven successful new phone models.

➢

9. Our inspection confirmed that the computer monitor was damaged in shipping.

➢

10. A number of medical experts recommend that regular exercise is necessary for controlling weight and maintaining good health.

➢

11. Bill Lambeer is currently seeking a replacement for his position before his retirement in the fall.

➢

12. The final decision was made after the board of directors accepted a recommendation from the Chairman about which company to choose.

➢

Day 7

1. The clerks at our cheese specialty shop are very friendly and attentive, and customers often appreciate their knowledge of cheese.

➢

2. We guarantee that you can access our article archive without interruption.

➢

3. The audience at the conference thought Ms. Keller's speech to be very persuasive.

➢

4. You can pay it in installments if you are not ready to pay the balance in full.

➢

5. You can extend your borrowed books through library's Web site or at the circulation desk.

➢

6. SK corporate employees are permitted to wear casually on Fridays, with the exception of the receptionists, who must wear formally at all times.

➢

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11. Bill Lambeer is currently seeking a replacement for his position before his retirement in the fall.

➢

12. The final decision was made after the board of directors accepted a recommendation from the Chairman about which company to choose.

➢

Day 8

1. One of the most significant personality traits that recruiting managers are seeking in applicants is dependability.

➢

2. Any changes in your tax status should be reported to the payroll division promptly so that corrections can be made in a timely fashion.

➢

3. The human resources director invited all the applicants for the editor in chief to submit their current employment status.

➢

4. While in the business trip, you need to record any expense accurately.

➢

5. Several of our financial associates have asked for information concerning any new government regulations which might be enforced this year.

➢

6. After checking in at the front desk, you will soon be escorted to your hotel room by our friendly staff.

➢

7. Sending a letter of thanks immediately after a job interview is a highly recommended practice.

➢

8. This is to inform all technical support members that new security software will be installed on every computer.

➢

9. Fantom Motors is looking for an office building located in the commercial district in Pittsburgh.

➢

10. After the lengthy negotiation with the labor union, they came to the agreement on the hours of labor.

➢

11. Operators of the interactive computer service don't need to be particularly skilled or experienced.

➢

12. Flash photography is not permitted inside the Sakura Museum of Art.

➢

Day 9

1. The design team members have submitted a design proposal for a new portable audio player.

➢

2. Since you have been our client for many years now, we'd like to extend a special offer to you in preparation for the coming summer.

➢

3. Please include your 8-digit order confirmation number in the e-mail so that we can process your inquiry in a professional manner.

➢

4. Kim Bros Auto promises that any damaged car brought to the shop will be promptly restored to its original condition.

➢

5. We may share your mailing address with our subsidiaries for marketing purposes unless you specifically request in writing that we not do so.

➢

6. The enclosed card gives details about room rates and services.

➢

7. The earnings from the new tablet PC were not recovered even after the aggressive promotion event had been held last quarter.

➢

8. All resumes submitted to our human resources department will remain on record for one year from the date of receipt.

➢

9. The division manager revised the report because the language in it was too repetitive.

➢

10. The typical retirement age for men has been set at around 65 in most developed countries since the Second World War.

➢

11. The results from the customer satisfaction survey indicated that our return and exchange process should be changed to a more convenient and friendly process.

➢

12. The client was satisfied with the new curtains, but she requested that the length be altered so that they would not touch the floor.

➢

Day 10

1. When entering the theater, customers are required to show their tickets and keep them in order to find their seats.

➢

2. Because the clerks needed to track the shipment, they did not take their coffee break on time.

➢

3. The manager is disappointed that no one has showed up for any of the Monday meetings on time.

➢

4. The only problem was the lack of skilled and experienced people, but everything worked out fine in the end.

➢

5. Walton Electric, an electricity company serving all of the southern US states, has announced the sale of the company to an overseas group.

➢

6. Attendance at weekly staff meetings is mandatory for all full-time employees.

➢

7. The guest staying at the Alps Hotel experienced the internet disconnection for over three hours yesterday.

➢

8. Please note that the washroom is located near the storage room on the fourth floor.

➢

9. Don Luccino has been tabbed as the most popular candidate to succeed Mayor Lombard in this year's mayoral race.

➢

10. The management realized that most employees are reluctant to transfer to foreign branches unless they are compensated sufficiently.

➢

11. We were surprised by the unexpected announcement that they were going to check for an oil leak in our plane right before takeoff.

➢

12. Mr. Rauren, one of the temporary workers in the accounting department, proposed that our accounting system be updated to the newest version.

➢

Day 11

1. Management has a tendency to put emphasis on the results rather than on the process.

➢

2. After purchasing your movie online, you will be able to view it by clicking the “Play the movie” button directly under the movie title.

➢

3. The new Sion FGS copier in the break room has a standard double loaded tray on both sides.

➢

4. In the survey report posted yesterday on the Web site, there are useful findings for preventing a computer virus infection.

➢

5. A method of processing rice to provide a quick-cooking rice includes a variety of steps.

➢

6. Every department is required to keep track of and reduce any extra waste they might have on a week to week basis.

➢

7. When handling some fragile objects, you need to cautiously move them so that you don't accidentally break them.

➢

8. Cox Cable announced to investors that they will acquire the rival company in the coming year.

➢

9. To take advantage of the company's free software-upgrade program, customers should mail a copy of their receipt to the address provided.

➢

10. The Mont Blanc Hotel agreed to offer the executive suite at a reduced rate to all business executives.

➢

11. Our sales goals may seem too ambitious, but we believe they can be met as long as we work as a team.

➢

12. The customer service representative e-mailed to apologize for the late delivery, saying that the ordered item would arrive within the next three business days.

➢

Day 12

1. The deadline for admission into the July 4th 10km race is rapidly approaching.

➢

2. Factory officials reported that with the installation of the new machinery, errors during assembly have decreased by 15 percent.

➢

3. To guarantee the objectivity of the survey, it is important to gather the most accurate information available.

➢

4. As soon as the sale was advertised, shoppers began to show more interest in the bargains being offered.

➢

5. If you do not want to be charged a late fee, you should return the borrowed resources to the circulation desk by the due date.

➢

6. Unless you are willing to train hard, you won't have any chance to be a good doctor.

➢

7. Mr. Lee is concerned because there has been no response from the client about the changes made in the contract.

➢

8. Due to concerns over safety, Mr. Beckham only does business with the government agencies.

➢

9. Most hiring firms accept transcripts, but The Lloyd and Bingham Law Firm actually calls universities directly because they want confirmation that the lawyers they are considering to hire are actually who they are.

➢

10. More fundamentally, investors are convinced that Britain will be harder hit by recession than the euro-zone.

➢

11. To qualify for the local-shopper discount, customers must show proof of residency.

➢

12. Despite repeated delays in construction, the new supermarket was finished in time for the start of business.

➢

Day 13

1. The software development team was granted an award.

➢

2. Our Easy Doc software enables you to make any business document within 10 minutes by providing an easy-to-use template.

➢

3. When using the building's side entrance, remember that an alarm will sound if your security code is not entered on the keypad within 30 seconds.

➢

4. This Evalance Data Corporation employee handbook explains what employees should do to comply with company policy.

➢

5. In order to finish the editing work, the review team will need at least two more days.

➢

6. Our products are guaranteed to require fewer repairs than other competitors' goods.

➢

7. Had we spent more money, we could have improved our education system even more.

➢

8. The bleak economic forecast led to a reduction in the number of orders, causing inventory to build up at the warehouse.

➢

9. During the internship program, make sure that all employees try and interact as much as possible with the new interns.

➢

10. The objective of the recently completed study is to identify the relationship between alcohol consumption and blood pressure.

➢

11. The theater requests that every patron silence their phones before entering the performance hall.

➢

12. Our store offers a complete line of computer software packages for both personal and business applications.



Day 14

1. Schools around the state have recently instituted a new dress code policy in order to try and offer a better image to prospective parents enrolling new students.

➢

2. The security guard requested Ms. Armstrong to present her photo identification at the main entrance.

➢

3. Several marketing strategies for remaining profitable will be presented at the general meeting next week.

➢

4. Most speakers were worried about the condition of the conference hall and the microphone system which did not appear to be working properly.

➢

5. Unfortunately, the newly manufactured electronic components do not meet the quality requirements of Gem Associates.

➢

6. Our goal of achieving a record number of sales for Encorp this year was reached yesterday afternoon.

➢

7. Next to the Rostovsky Hotel is a luxurious recreational area, complete with both a golf course and a swimming pool.

➢

8. This is an important reminder for everyone to establish a password to protect their computer files.

➢

9. LTD Enterprises is currently seeking an accomplished individual to replace the current director, who will be retiring at the end of the month.

➢

10. A survey conducted by a research center revealed that the majority of online shoppers are educated and have an annual household income of $50,000.

➢

11. Moviemojo.com is one of the leading international film review Web sites.

➢

12. Because the new signal processor consumes less power, we can save lots of money on operational costs.

➢

Day 15

1. While the staff at Corel Design can assist you in the selection of appliances, the final choice is entirely yours.

➢

2. On the television program, the experts argued that having a short nap during the course of the day makes you more invigorated.

➢

3. Working out regularly can significantly reduce the risk of heart attacks, according to a medical report published in Public Health Weekly.

➢

4. In keeping with Barrett International's effort to provide a comfortable work environment, the company's new buildings are spacious and well lit.

➢

5. The personnel department has made an effort to increase work efficiency by defining the job description more specifically.

➢

6. Turning cacao beans into chocolate requires many stages of precisely controlled processing.

➢

7. If these two simple steps are taken, thousands of lives could be saved.

➢

8. Janet forwarded her department's marketing strategy to the CEO yesterday.

➢

9. The construction site supervisor suggested some modifications to the floor plan after carefully reviewing it.

➢

10. When buying a new car, you must determine what type of the car is perfectly suitable for your needs.

➢

11. Starting early next year, all new camera phones sold in South Korea must make a loud beep sound when taking a photo.

➢

12. It is important for you to review the terms of the contract carefully.

➢

Day 16

1. The manager asked the street construction workers to return every tool they borrowed to the main office.

➢

2. When you make a reservation for the Night Safari guided tour, you will receive a free wind-breaker to wear while on the trip.

➢

3. In spite of having spent a considerable amount of fund developing new products, they are still unable to increase sales.

➢

4. Unauthorized personnel are not allowed to view any confidential information.

➢

5. The Cornwall Times is published weekly by QYC Newspapers, Inc., a division of Woodbridge Media Holdings.

➢

6. A welcome reception for the newly hired assistant professors is scheduled for Wednesday at 4 P.M.

➢

7. The interviewee expressed interest in a marketing job; however, the previous positions on her resume were exclusively in accounting.

➢

8. Mr. Dowson addressed several ways to enhance both oral and written communication among co-workers.

➢

9. Our financial adviser predicts that investments in new projects will increase as a result of lower bank interest rates.

➢

10. The security system allows almost every part of the building to be continually monitored by personnel at a surveillance center.

➢

11. The Dickinson Health Clinic will celebrate its twentieth anniversary with an awards ceremony honoring its founders.

➢

12. All applicants must bring 2 forms of ID and a copy of their criminal background check to the first interview.

➢

Day 17

1. This hotel will provide friendly customer service and affordable accommodations to everyone visiting the Orange County area.

➢

2. The director is busy attending the monthly meeting at headquarters, so Mr. Richmond, the senior account manager, will have to meet with the client from Malaysia.

➢

3. Be aware of the falling rocks and steep slopes as you enter the trail down into the canyon.

➢

4. We will not reimburse any stolen items for persons who leave their belongings unattended in our club lounge.

➢

5. Attendance is free for those who bring one canned food item for the homeless drive this afternoon.

➢

6. We provide a variety of shipping options for your convenience, but we charge additional fees for some express shipping options.

➢

7. The government inspectors closed all of the assembly lines last Thursday and have examined them around the clock since then.

➢

8. Albert Co. prolongs the life of the office equipment by conducting frequent inspections.

➢

9. For comments or suggestions, please do not hesitate to contact us by e-mail.

➢

10. Before submitting your online order for processing, please make sure that all of the information on the confirmation page is correct.

➢

11. All candidates are asked to submit three recommendation letters with their resumes and cover letters.

➢

12. The defective product should be placed in a box with plastic bubble wrap in order to avoid any possible damage.

➢

Day 18

1. The job requirements are much too demanding, even for staff who have the necessary skills and experience.

➢

2. All thermal recovery facilities should be operated under the direct supervision of an individual who has successfully completed a training course.

➢

3. In doing so, you will be extending the benefits of your education beyond the wall of the university.

➢

4. Instead of buying our tools separately, customers can purchase them together in a professional toolbox designed especially by Solid Tools, Inc.

➢

5. Ms. Itoh from FFA Technology Consulting was helpful in getting everyone familiar with our new computer system.

➢

6. The director asked the team managers to come up with ways to ensure that revenue growth would remain sustainable.

➢

7. Your accountant will advise you what you should do to report your income before the tax deadline arrives.

➢

8. Those attending the Community Service Awards Ceremony are asked to bring their invitations as they will be asked to present them on arrival at the hotel.

➢

9. Several advertising projects by the department were rejected based on market research.

➢

10. We at TPG Financial Planning welcome the opportunity to assist you in your business and look forward to a mutually beneficial relationship.

➢

11. The TX 200 refrigerator is perfect for people living in houses or apartments where space is limited.

➢

12. If you place any orders through online, we will automatically send you an e-mail containing order details.

➢

Day 19

1. There still has been no news on who will replace the CEO when he steps down from his position later this month.

➢

2. The car repair mechanic explained that the engine could be fixed but it would probably be cheaper to replace it.

➢

3. Douglas will be in charge of putting together the teams that will attack this project once the board approves the project.

➢

4. We are very proud to present our newest independent films, some of which were nominated for awards at the Philadelphia Film Festival.

➢

5. The useful functions on this Web site allow readers to search for specific information more quickly.

➢

6. The latest model of the Taxton Motors' SUV was reasonably priced.

➢

7. Mr. Wilson in accounting department will respond to all inquiries regarding the recently changed wage polices.

➢

8. Mr. Wright decided to renovate his restaurant instead of spending money on a new location.

➢

9. The conference attendees are being offered a free room upgrade for the next two months if they make their reservation online.

➢

10. This year's mayoral election is expected to be very close as there are many qualified candidates running for the office.

➢

11. Warehouse employees must follow the safety guidelines as outlined in the company manual.

➢

12. Managers at Posco Steel have been searching for ways to increase employee productivity without lowering morale or causing physical stress.

➢

Day 20

1. Until the financial issues are settled completely, signing the contract will be postponed.

➢

2. Simply proceed to the nearest tourism center in order to get information about attractions and excursions within Fort Lauderdale area.

➢

3. The company is continuing to open new offices across the country even though its profits decreased slightly this year.

➢

4. The mechanics in our company not only specialize in corrective repairs, but in preventative maintenance.

➢

5. In 2016, $14.5 billion was given to the state through federal funding.

➢

6. After her retirement, Lillian will certainly be missed by the numerous colleagues who have benefited from her steady judgment in the field of finance.

➢

7. All purchases of any pictured items are subject to taxation.

➢

8. The chief financial officer has finally submitted his quarterly report.

➢

9. All loan applications should be accompanied by supporting documents for processing.

➢

10. The consumer survey indicates that sales in big cities are much higher than other areas.

➢

11. Everyone appeared satisfied because there were plenty of tasteful dishes to go around at the banquet.

➢

12. The passengers, who were frustrated by the delays, crowded in front of the ticket counter to change their flights.

➢

Day 20

1. In keeping with university tradition, the dean will wear a Santa Claus outfit for the entire week prior to Christmas.

➢

2. Due to new restrictions on international travelers, certain types of plants cannot be brought into most countries without a permit.

➢

3. Frazier's Department Stores are located in the usually crowded shopping districts.

➢

4. When preparing a presentation, Ms. Brooks usually tries to visualize her ideas to help the audience understand easily.

➢

5. Many of the older buildings in this area have been torn down to make room for the widening of the highway.

➢

6. I believe it is worth considering whether or not that is still valid.

➢

7. Tom Shivers, an accomplished journalist at the Piscayne Times, has not only agreed to come to the awards ceremony but would like to give a speech.

➢

8. An excellent supervisor creates an environment in which active people have the freedom to perform their jobs.

➢

9. The success of Musitopia Now Corporations' latest line of digital music players is largely due to its entertaining advertisements.

➢

10. Dream Host recently changed their marketing strategy to aim for a different market.

➢

11. This new computer enables you to upload a large amount of data much faster than you could have previously.

➢

12. By the time the technicians discovered the computer problem, several files had disappeared.

➢

Day 21

1. As of September 1, all company expenditures are subject to approval by the department head.

➢

2. Attached is a list of possible applicants whose experience is exactly what we are looking for to fill the marketing manager position.

➢

3. The difference between the average person and great people is not just creative capacity, but the ability to develop that capacity.

➢

4. Please note that Quantum Office Supplies bears no responsibility for products damaged or lost in transit.

➢

5. During the morning session, a 20-minute intermittent break will be given and refreshments will be served in the lobby.

➢

6. The dental clinic has requested that schedule changes be made in advance.

➢

7. By holding the frequent fundraisers, the hospital was able to build an entirely new outpatient clinic.

➢

8. The patient's condition has improved considerably since the surgery.

➢

9. Marvel Comics has been consistently producing high quality comic books and graphic novels since its beginning in 1941.

➢

10. State Farm Agricultural Research Center(SFARC) and White Water Chemicals Inc. agreed to build a long-term cooperative system following their successful collaboration on the development of an environmentally-friendly chemical fertilizer.

➢

11. Customs clearance for perishable goods takes so long that they often spoil before being released.

➢

12. When delivering perishable food, delivery companies use special refrigerated trucks and insulating materials to prevent the food from spoiling.

➢

Day 22

1. Mr. Black performed his duties with competence, diligence, discretion, and complete loyalty.

➢

2. A teacher's primary duty is to sustain student motivation to actively participate in the classroom activities.

➢

3. Most of our clothes are manufactured with goods and materials that are environmentally safe.

➢

4. The spokesperson announced that Marshal's Trading failed to attain their quarterly sales goals.

➢

5. The repairman can fix the engine, but he suggests that it is absolutely necessary that a new one be purchased soon.

➢

6. The Federal Conservation Board awarded the City of Emersonville a $20,000 grant in an effort to protect the ecosystem around the Saint John's River.

➢

7. The instruction manual includes how to assemble your chair as well as to keep it clean.

➢

8. As the result of three missions to Korea this year, led by Mayor William Stanford, a number of Korean companies have pledged investment.

➢

9. Applications for the seminar on managerial techniques are due on Friday.

➢

10. Please accept the enclosed coupon book as thanks for opening your personal savings account with South Branch Bank.

➢

11. Mr. Ekko has finally decided to pay his current parking fines so that he will not incur even more fines for late payments.

➢

12. Professor Elizabeth Lambert will teach the international students how to write a persuasive essay.

➢

Day 23

1. The international film festival was such a popular event that many renowned directors attended the opening ceremony.

➢

2. The prices in the attached list will be effective until further notice.

➢

3. Ms. Franklin has finally finished the certificate program to become a licensed nurse.

➢

4. Responding to the call for more proposals, our feasibility study writers worked overtime to produce one before the deadline.

➢

5. It should be noted that evaluations of job performance will take place at the end of each quarter.

➢

6. A new law requires manufacturers to put warning labels on products with ingredients known to cause allergic reactions.

➢

7. If it were necessary to hire more help, the management would begin recruiting candidates.

➢

8. Should you wish to remove your name from the list, please indicate so by checking the appropriate item at the bottom of this page.

➢

9. Access to the company's yearly review was limited to shareholders or their named representatives.

➢

10. The risks in investing in Data Tech are high, but it could bring substantial rewards in the future.

➢

11. Thanks to several well-placed billboard advertisements, the number of customers has risen dramatically for the last three months.

➢

12. New patients should arrive fifteen minutes before their scheduled appointment time to allow sufficient time to complete any paperwork.

➢

Day 24

1. To schedule repairs for an Estellis washing machine, please contact the customer service department.

➢

2. "No drinking" signs are posted in the computer labs to prevent accidental spills.

➢

3. The customer service department sent e-mails to patrons to say it was sincerely appreciative of their feedback on the new refund policy.

➢

4. When speaking to the board in the meeting this afternoon, use filler words like "um" and "like" sparingly.

➢

5. All companies wishing to set up displays at the trade fair in Milan must make sure their exhibits do not exceed the size of a standard showroom.

➢

6. I learned in science class that a shooting star is a meteor speeding through space.

➢

7. Peter Thompson, with whom I have a close working relationship, mentioned to me your name and strongly suggested I contact you.

➢

8. Although three branches in London share much in common, subtle differences exist in their financial structure.

➢

9. In the annual accounts summary, the line-graph illustrates a further rise in profits over the last year.

➢

10. Ms. Park tried to address investors' unease with regard to the negotiations surrounding a potential merger with the Tandell Corporation.

➢

11. In order to survive, we must aggressively target the overseas market.

➢

12. The director wanted me to read the budget report thoroughly for the upcoming meeting.

➢

Day 25

1. Dow and Johnson's chief programming team will demonstrate the functions of their newest accounting software at the financial technology trade fair.

➢

2. Mr. Tyson turned the job offer down because he didn't want to move.

➢

3. If LG Ltd. wants to keep the lead in television ratings, they must consistently maintain a good understanding of consumer preferences.

➢

4. Our company reserves the right to cancel its contract if the customers violate the rules.

➢

5. Plans are under way for the extension of the San Pedro Valley water pipeline.

➢

6. You need to provide your account information to withdraw or transfer your money.

➢

7. Even if we succeed in abolishing nuclear weapons, however, our work to keep peace will not be done.

➢

8. Even though Research and Development has worked very hard, they still have a lot of work ahead of them before our new product is available for the market.

➢

9. As soon as it became apparent that Ms. Billingsley would be joining the company in Los Angeles, human resources started interviewing applicants to be her personal assistant.

➢

10. We will only accept applicants that either have previous experience or show the perfect attitude for the job.

➢

11. Janning Footwear's marketing campaign was specifically aimed at young adults in an attempt to broaden its customer base.

➢

12. With our convenient payment system, you have a choice of paying your bill by credit card, direct debit, or automatic bank withdrawal.

➢

Day 26

1. The construction of the Dubai Commodity Exchange Center is nearly complete.

➢

2. In response to a growing number of complaints from customers, the department store decided to expand its indoor parking lot.

➢

3. We will concentrate on improving customer services, which offer rudimentary e-mail, Internet access and a variety of other bells and whistles.

➢

4. It is against company policy to use or sell personal information without the client's explicit consent.

➢

5. All of the bad news about the new contract has finally been confirmed.

➢

6. Throughout the semester, you will be asked to bring your own cookware to the cooking class, like mixing bowls, cookie sheets and utensils.

➢

7. When traveling overseas, always remember that not all places will accept your credit or debit card from your home country.

➢

8. Six years of experience in business is considered equivalent to a Master's Degree.

➢

9. In this year's event, he will make an opening statement on the importance of scientific literacy among the public and how it determines our values.

➢

10. During our discussion, I will explain catering portions that would best fit your event and offer you complimentary sample dishes from our menu.

➢

11. Every two years, the board of directors appoints a new financial officer to oversee the company's domestic operations.

➢

12. The advertisement claims that the new trash bag is both bigger and more durable than that of their competitors.

➢

Day 27

1. Auron Energy, one of the nation's largest energy suppliers, delivers electricity to nearly twenty million customers.

➢

2. The director must authorize any use of the company credit card for entertainment purposes.

➢

3. All members of the JGF Fitness Center, as well as their guests, can attend our morning exercise sessions for free.

➢

4. Edwin Industries fared much worse this year than the last comparable fiscal year.

➢

5. All series of mystery movie, The Sunken Boat, will have been filmed by the time we choose the international movie distributors.

➢

6. In the third quarter, KD Network will cut its work force by up to 10%.

➢

7. The Automobile Design Award went to the Vega Motor Company for their fuel-efficient car engine they designed over a period of two years.

➢

8. The warehouse manager is attending the regional general meeting next week.

➢

9. We guarantee to refund your money in full if you are not satisfied with your purchase.

➢

10. The new marketing manager, Steve Highwater, is young but he is highly regarded by his former employers.

➢

11. The items on this invoice have incorrect stock identification numbers.

➢

12. The gift shop on Baker Street is popular with customers because it is conveniently located, and its products are relatively inexpensive.



Day 28

1. Safety inspectors will verify the site's compliance with safety regulations.

➢

2. In an attempt to increase overall company prosperity, Roger's Ltd. will be introducing a variety of more affordable home appliances.

➢

3. Once the sale has been finalized, we will begin work on joining two separate infrastructures into one and finding out who will continue to carry out what job.

➢

4. Gaston Electric, Inc. has lost a lot of employees lately and is urgently seeking workers with the specialized skills necessary to work in the field.

➢

5. Susan Wilcox, who is a student at Berkley Medical School, wants to attend lectures with the most famous surgeon, Dr. Don Prahn.

➢

6. According to a recent newspaper article, those who frequently work out are much less likely to suffer from stress or anxiety.

➢

7. The club lounge manager recommends putting all personal belongings in a locked locker.

➢

8. The city's main bus station is located close to the center of the city, making it easily accessible by all the major bus routes.

➢

9. Mr. Soo has mentioned plans to retire from the board in November, but so far, a successor has not been named.

➢

10. At Hudins Biotech, Inc., we keep our sales team motivated by encouraging a competitive atmosphere within the company.

➢

11. The store manager mentioned that the regional sales director might visit one of the stores without advance notice.

➢

12. The last shipment was refused by the buyer because of damage that occurred while the product was in transit.

➢

Day 29

1. Tenants should call the property owner directly if problems with heating or plumbing are not resolved by the on-site manager.

➢

2. Your outstanding bill for the business luncheon comes to $123.98 including state tax.

➢

3. As part of an experiment, participants have been given two different sodas with their labels purposely hidden.

➢

4. Principal Lee is very pleased with the progress of the construction of the new gymnasium.

➢

5. The new power plant will be able to provide energy to the entire state and some outlying regions.

➢

6. The prevention of environmental pollution has become an important consideration for small and large businesses alike.

➢

7. During the orientation, Mr. Coffman emphasized that new employees are required to submit their weekly progress reports in a timely manner.

➢

8. A series of mystery novels, “The Detectives”, are officially out of print, and all rights to publish them have reverted back to the author.

➢

9. The buyer realized that he should have verified the delivery date when he made the purchase.

➢

10. We are determined to become the most socially beneficial company in the region, and expand our business to provide moving services.

➢

11. Any research assistant whose home address has changed recently should report to Mr. Alfonso.

➢

12. Any employee who turns in their final financial reports by this Friday will receive the rest of the afternoon off of work.

➢

Day 30

1. The Riverside Community sponsored a benefit dinner this week and will host another fundraising event next week.

➢

2. Housekeeping staff members are supposed to submit their requests for cleaning provisions to the management by Thursday.

➢

3. If you need any help with transport to the bus terminal, please talk to our front desk staff, who will happily make arrangements for you.

➢

4. I am honored to introduce Mr. Gang and describe the contributions he has made since he began working for the Farmer's Union.

➢

5. Both of these vehicles received rave reviews from auto associations and environmentalists alike.

➢

6. A sales person's duties include confirming the customer's orders so as not to place the order in a wrong manner.

➢

7. As an advertiser, it is absolutely vital to understand what most customers expect and want from manufactures.

➢

8. There has been a considerable decline in the number of new members despite an aggressive advertising campaign.

➢

9. Arten Publishing has experienced an average annual growth of over 7 percent in sales since it went public twenty years ago.

➢

10. In an attempt to raise brand awareness, the Mahogany Furniture Store installed a large neon sign in the window.

➢

11. Mr. Sanders announced that the marketing department will propose a more aggressive plan to boost the sales next quarter.

➢

12. In celebration of our 10th anniversary, we will provide our patrons with all products at discounted prices.

➢

Day 30

1. Ms. Donahue will donate her husband's collection of European paintings and other artwork to the McGill University Museum.

➢

2. Most of the information in this booklet was compiled from local newspapers and magazines.

➢

3. The accounting department is hoping for smooth transition to a computerized filing system.

➢

4. At the marketing seminar, the presentations of the various new products were similar, conforming to a standard format.

➢

5. What I would like to do is to send you my letter along with a pamphlet containing all our products and an order form.

➢

6. If you wish to be considered for this position, please send your resume at your earliest convenience.

➢

7. Sales of Rolling Rock beer have decreased markedly in the past six months, which some attribute to the increase in light beers on the market.

➢

8. The multimedia-based presentation will help the audience stay attentive to details.

➢

9. Disaster relief workers were continuously available to anyone who needed help after the latest hurricane swept through the region.

➢

10. Mike Crawford, a zoology professor at Northern Arizona University, will present a lecture on the importance of species diversity next week.

➢

11. Ashley Park formally announced the temporary closing for two months due to the facility upgrade and installation of new rides.

➢

12. The incoming financial data from the local branches will be used to make an evaluation on the effectiveness of our recent marketing strategies.

➢