

# PARAGRAPH EDITING WORKSHEET



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Answer this activity for editing sentences. This digital activity requires you to fix incorrect and informal sentences while practicing your proofreading skills.

Dear Mr. Cruz,

To keep you satisfied and happy, we are going to send you a \$100 worth of voucher and a free shipping voucher. I would even like to notify you that we will take extra measures to make sure this does not happen again...

We're sorry for the delay in the delivery of the product. This situations are not typical of us, we are upset about this as much as you.

I had ran a quick investigation to know why the delay, and learned that the courier gave your package to a different customer last week. This is a clear mistake at our end.

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# PARAGRAPH EDITING WORKSHEET

## ANSWER SHEET



Dear Mr. Cruz,

To keep you satisfied and happy, we are going to send you a \$100 worth of voucher and a free shipping voucher. I would even like to notify you that we will take extra measures to make sure this does not happen again...

We're sorry for the delay in the delivery of the product. This situations are not typical of us, we are upset about this as much as you.

I had ran a quick investigation to know why the delay, and learned that the courier gave your package to a different customer last week. This is a clear mistake at our end.

Dear Mr. Cruz,

We apologize for the delay in the delivery of the product. These situations are not typical of us; we are upset about this as much as you are.

The company has run a quick investigation to discover the reasons that led to this delay. We found out that the courier gave your package to a different customer last week, which is a clear mistake on our end.

To keep you satisfied and happy, we are going to send you a \$100 worth of voucher and a free shipping coupon. I'd also like to notify you that we will take extra measures to make sure this does not happen again.

Yours sincerely,

Daisy Reid Co.