

Key – Polishing Parallelism

The following are possible revisions. Other good revisions may also be possible.

1. My boss is well-informed, witty, and fair.
2. Business messages must be concise, correct, and clear.
3. In preparing to write a business report, you should determine the report purpose, identify the relevant issues, and collect information.
4. Good listeners do the following:
 - a. Stop talking.
 - b. Remove distractions.
 - c. Ask relevant questions.
5. Guidelines for improving workplace safety include changing locks before moving into a new office, keeping interior lights on even when the business is closed, and always leaving fire exits unlocked.
6. Not only do we design and support your new wireless network, but also we troubleshoot and provide free consulting.
7. The most important considerations for today's job candidates are salary, work environment, and career advancement opportunities.
8. This week's program is all about money—earning it, investing it, and spending it.
9. A high-powered MBA costs hundreds of dollars an hour. Our program covers the same sage advice:
 - a. Starting a business
 - b. Learning to write a business plan and understand taxes
 - c. Writing a marketing feasibility study
 - d. Studying employment benefit plans and licensing requirements
10. Not only were the training sessions stimulating, but also they were challenging.
11. The proposal will elaborate on (a) dealing with the public, (b) obtaining corporate contributions, and (c) timing a marketing campaign.
12. One way small businesses can attract talented employees is to provide opportunities to telecommute, work in virtual teams, and collaborate online.
13. Classes will be available in strength training, flexibility, stress reduction, and aerobic/cardiovascular conditioning.
14. We have hired a consultant to help managers stay on track with the new organizational plan, develop team resources, and monitor customer feedback.
15. To make a YouTube video, you should do the following:
 - a. Obtain a video recording device such as a cell phone, webcam, or camcorder.
 - b. Decide whether you want to make a video blog, comedy skit, how-to video, or travel video.
 - c. Keep the video to 10 minutes or less for traditional YouTube membership accounts.
 - d. Record in the daytime for good light quality.
 - e. Use computer editing software to change or delete anything.