Note: Additions and changes are underlined.

**My Training Needs** 02/15/20xx 4:20 PM



**Gary Holbrook** to: Francis Mulholland



Dear Francis,

I am writing in response to your request for unit staff members to identify what training they need[[1]](#footnote-1) and how much the training will cost. I believe I would benefit from both training in writing, available internally[[2]](#footnote-2), and computer training, available externally.[[3]](#footnote-3)

* **Writing:[[4]](#footnote-4)** I would like to take more classes in writing here at the Bank. My task manager wants me to become more involved in projects and start[[5]](#footnote-5) to write parts of BTORs and AMs. I have already taken the Writing E-Mails and Letters course, so I am now eligible for individual tutorials; they are free of charge, and I estimate that I will need no more than three. I would like to start the tutorials as soon as possible.[[6]](#footnote-6)
* **Computer Training[[7]](#footnote-7):** I would like to take a cost tables training course from ABC Technology Training Institute (ABCTTI).[[8]](#footnote-8) I will need to create cost tables for one of the new projects starting in May, and I need to learn quickly how to do this. This course is not available at the Bank, but a five-day training course at ABCTTI will cost $750. I would like to enroll for the course there next month.

I would appreciate your letting me know as soon as possible if I will be able to take these courses.

Thank you,

Gary

Gary Holbrook



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1. Make both of these into clauses, or make both into noun phrases (their training needs and estimated costs). [↑](#footnote-ref-1)
2. Sequence must match—first the kind of training, then the location. [↑](#footnote-ref-2)
3. Construction needs to match—either use “which is” with both or delete it from both. [↑](#footnote-ref-3)
4. Original had a heading only in the second bullet. Must have heading in both or in neither. [↑](#footnote-ref-4)
5. Must match—“become” and “start” [↑](#footnote-ref-5)
6. Original had no mention of timing for the writing training, but it did for the computer training. Both should match if possible. [↑](#footnote-ref-6)
7. Heading made bold and simplified to match the new heading for first bullet. [↑](#footnote-ref-7)
8. Sequence of information should match in the two bullets. In this solution, it is as follows: Type of training, statement of desire for something particular, location, reason, cost, and timing. [↑](#footnote-ref-8)