

Revise for Conciseness: Proposed Revisions

1. Many employees prefer to save their money for early retirement.
2. The vice president asked the directors to comment on the personnel manager's request for information on using video conferencing.
3. Although it's a longer commute, I decided to accept the job offer.
4. The boss said she would return shortly and deal with the production problem.
5. The new sporting goods outlet will be built close to three major transportation routes.
6. I intend to request a promotion.
7. Some customers complained that their orders were sent to wrong addresses.
8. Because the CEO failed to plan for the price change, the company lost over \$3.5 million.
9. Before choosing the new office location, we must assess the economic advantages of various sites.
10. If you can complete this project early, please let me know.
11. We do not expect to hire any new staff members soon.
12. He said that he had applied to the board in January for enough funds to buy three tablets.