

Mrs. Janet Doe  
Indiana University Kelly School of business  
801 West Michigan Street  
Indianapolis, IN 46202

Ms, Susanne Taylor  
ABC Guarantee Company  
3401 Providence Ave.  
Anchorage, AK, 99508

Dear Suzanne,

Pursuant to our telephone conversation of September 25, this is to advise you that two (2) agent's packages will be sent to you on September 27<sup>th</sup>. Due to the fact that you need these immediately, we are using federal express. This is something that we defiantly want to make sure you have so be sure to call us when its arrived.

Although its unfortunate that we cannot offer a 50/50 commission split, we are able to offer new agents a 60/40 ratio commission split. Their are two new agreement forms that show this commission ratio. When you get ready to sign up a new agent have her fill in both froms. Your always welcome to refer him to HR for this.

When you send me an executed agency agreement, please make every effort to tell me what agency package was assigned to the agent. We want our costumers to be completely happy with our projects. On the last from that you sent, you overlooked this information. We need this information to distribute commissions in an expeditious manner. New mangers defiantly want there commissions to be processed.

If you have any questions, don't hesitate to call on me.

Very truly yours,

Jane Doe

**Directions :**

1. Download this letter and see what the Spelling and Grammar Check find.
2. List what the Spell and Grammar Check suggests.
3. Look at the rest of the letter and write down what the Spelling and Grammar Check did not find.
4. List the corrections that need to be made.

- Comment [1]:** In the bottom her name is J ... [1]  
Phillabaum, Melin..., 9/22/2016 10:52 AM
- Comment [2]:** This is particular for my sch ... [2]  
Phillabaum, Melin..., 9/22/2016 10:52 AM
- Comment [3]:** Capitalize Business—also b ... [3]  
Phillabaum, Melin..., 9/22/2016 11:02 AM
- Comment [4]:** Missing date  
Phillabaum, Melin..., 9/22/2016 10:53 AM
- Comment [5]:** Susanne or Suzanne as in greeting?  
Phillabaum, Melin..., 9/23/2016 10:12 AM
- Comment [6]:** Need to write out Avenue  
Phillabaum, Melin..., 9/22/2016 10:53 AM
- Comment [7]:** Anchorage  
Phillabaum, Melin..., 9/22/2016 10:53 AM
- Comment [8]:** No comma after AK  
Phillabaum, Meli..., 10/17/2016 11:17 AM
- Comment [9]:** Should be a comma or colon  
Phillabaum, Melin..., 9/22/2016 10:55 AM
- Comment [10]:** Too indirect and wordy opening  
Phillabaum, Melin..., 9/23/2016 10:09 AM
- Comment [11]:** Don't really need this first ... [4]  
Phillabaum, Melin..., 9/22/2016 10:55 AM
- Comment [12]:** Do not need this phrase-- ... [5]  
Phillabaum, Melin..., 9/22/2016 10:55 AM
- Comment [13]:** omit  
Phillabaum, Melin..., 9/22/2016 10:56 AM
- Comment [14]:** 27 not 27<sup>th</sup>  
Phillabaum, Melin..., 9/22/2016 10:56 AM
- Comment [15]:** Use because or since or or ... [6]  
Phillabaum, Melin..., 9/22/2016 10:56 AM
- Comment [16]:** Extra space  
Phillabaum, Melin..., 9/23/2016 10:21 AM
- Comment [17]:** Use of "we" --address this ... [7]  
Phillabaum, Melin..., 9/22/2016 10:57 AM
- Comment [18]:** Federal Express  
Phillabaum, Melin..., 9/23/2016 10:18 AM
- Comment [19]:** Do not need this sentence ... [8]  
Phillabaum, Melin..., 9/22/2016 10:57 AM
- Comment [20]:** Definitely  
Phillabaum, Melin..., 9/23/2016 10:21 AM
- Comment [21]:** Needs a comma  
Phillabaum, Melin..., 9/23/2016 10:22 AM
- Comment [22]:** Too many "sure"s in the sentence  
Phillabaum, Melin..., 9/23/2016 10:22 AM
- Comment [23]:** Confusing sentence and n ... [9]  
Phillabaum, Melin..., 9/22/2016 10:57 AM
- Comment [24]:** It's  
Phillabaum, Melin..., 9/22/2016 10:57 AM
- Comment [25]:** It's  
Phillabaum, Melin..., 9/22/2016 10:58 AM
- Comment [26]:** Tell me what you can do ... [10]  
Phillabaum, Melin..., 9/22/2016 10:58 AM
- Comment [27]:** 50/50 commission---that is a split  
Phillabaum, Melin..., 9/22/2016 10:58 AM
- Comment [28]:** Reword---"big me little you"  
Phillabaum, Melin..., 9/22/2016 10:59 AM
- Comment [29]:** Wording---omit ratio and ... [11]  
Phillabaum, Melin..., 9/22/2016 10:59 AM
- Comment [30]:** There  
Phillabaum, Melin..., 9/22/2016 10:59 AM
- Phillabaum, Melin..., 9/22/2016 10:59 AM
- Phillabaum, Melin..., 9/22/2016 10:59 AM
- Phillabaum, Melin..., 9/22/2016 11:00 AM
- Phillabaum, Melin..., 9/22/2016 11:00 AM
- Phillabaum, Melin..., 9/22/2016 11:00 AM
- Phillabaum, Melin..., 9/22/2016 11:00 AM

