Chapter 4

Activity 4-1 Improving Your Editing Skills

**Directions:** Edit the following paragraphs. Insert proper punctuation, correct misspelled words and grammar errors, insert paragraph breaks, and rewrite sentences to improve the structure as needed.Then, rekey the paragraphs in proper form. Once you have finished, submit the rekeyed copy to your instructor.

each november we close the ware house for ten business days to take our annual inventorey. this year, we will close from monday november 4, through friday november 15. as always we will notify all customers by enclosing a flier with they’re october statements. we also notify all our employes so the warehouse closing does not adversely effect business operations so if you need any supplies or products we urge you to note the above dates and submit your requisitions as early as possible to avoid the end-of-october rush. please try to anticipate your needs as best you can.