Chapter 11

Activity 11-1 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.

Here is the information i am going to send our sales and marketing people about the new market master customer relations management (crm) software program that we introduced at the sales conference.

• the market master crm link is in the e-mail that you recieved at the sales conference. Click on the url to connect to the web site and follow the login instructions to create a password. After you log in, you will see severale tabs.

• please look at the customer tab first. Our priority is to make certain all customers have been entered with their corect contact information. We imported all of your customers but please check for accuracy.

• next select the sales tab. The on-screen instructions are self explanatory. Enter your sales data as freqently as possible but weekly updates are prefered.

• market master will provide online consultation including live technical support between the hours of 9 am and 5 pm and guarantees responses to e-mail queries within a 24-hour period.

I will set up a web seminar in 7 days so that we may review and get feedback. This will be a mandatory meeting.