Chapter 20

Activity 20-2 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.

Thank you for asking green lights inc. to bid on the instalation and maintenance of an energy-efficient lighting system for your new branch office. after carefully reviewing the specifications you provided we had our electricians conduct a thorough on-site survey of your new office. Our bid team used the electricians evaluations along with your specs to create an estimate for this job. We are projecting the complete instalation cost to be 5575. This is a one time charge payable upon satisfactory completion of the work. For you’re convenience, i am attaching a detailed proposal. This proposal includes an option for us to handle full maintenance, for 5 years at a cost of one hundred seventy-five a year for a full-inspection, plus the cost of any repaire or replacement needs identified in the course of the inspection. Thank you, again for the oportunity to submit this bid. Please let me know if you would like to discus our proposal before making your decision.