

EDIT THE BUSINESS E-MAIL BY REPLACING SLANG WORDS AND PHRASES

WITH MORE FORMAL LANGUAGE.

<p>I try to keep work and life balance</p> <p>Please examine it at your earliest convenience</p> <p>Please contact me</p> <p>I was inspired by your professionalism</p> <p>execute the things that need to be done</p> <p>Sincerely yours,</p> <p>an expert</p> <p>I have a lot of experience at this field of work</p> <p>it was an easy project to deal with</p> <p>all the duties</p> <p>it was a great pleasure</p>	<p>Dear Ms. O'Connor,</p> <p>I am writing to follow up on my interview from last week.</p> <p>First of all, it was awesome to meet with you. You are a really cool lady. I believe I would also be a pro in all the stuff that is required of me in this job.</p> <p>I am not a workaholic, but at the same time I do work hard and take care of business.</p> <p>I'm sending you the presentation of my latest project. Check this out the sooner the better! I must say it was a piece of cake, because I'm an old hand at this field of work.</p> <p>Please drop me a line if you have any questions or concerns.</p> <p>Cheers,</p> <p>M. Ernest Anderson</p>
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