

Note: Students do *not* need to find all of these errors, but they should recognize that this letter is missing important information, is unorganized, and does not explain who *both* or *he* refers to.

Dear Ms. Miller,

I would like to remind you that our company meeting next week really should begin as close to on time as possible. I would appreciate it if our visiting presenters, Marc, Jo, and Quinn, could possibly arrive at the office early enough to set up. I think ^{is} ~~there~~ rooms are reserved at that hotel.

Hopefully you can pick ^Q ~~Quinn~~ up when his flight lands. He would like to stop ~~at~~ the hotel at half-past, then ~~they~~ will both go to the meeting room to set up at 7. Remember, it would be great if someone could try to pick up ~~four~~ brochures at the print shop sometime before they close.

He says he will already be at the hotel before ⁶ ~~six~~, and may want a ride ~~to~~ the office really early. It would also be great if someone can send ^d ~~our~~ lunch order and ask them to deliver it when we'll be hungry. ~~Along~~ with coffees and pastries in time.

Thank you for helping our day ~~on~~ ^{run} schedule!

sincerely, Ms. Cooper,

Editor's Margin Notes:

Meeting date and time?

Set up at what time?

Which hotel?

Flight lands when?

Half-past what hour?

Who does *both* refer to?

7 am or 7 pm?

Move brochure info to end of letter.

Who is he?

6 am or pm?

When is really early?

Start new paragraph for food order.

What delivery times?

Move name to line below Sincerely.

Editor's Questions: What date and time is the meeting? When should they set up?

Which hotel? Who should pick up the visitors?

Quinn: What time does he land? Half past what hour?

Who does *both* refer to? 7 am or pm?

Who will be at the hotel before 6? 6 am or pm? What time is really early?

Brochure pick up: When does the print shop close?

Food order: Ordering from where? What times for breakfast and lunch delivery?