

- 1 The report will be reviewed by the supervisor before it is sent to the manager.
- 2 Errors were found in the self-audit, but steps have been taken to correct them.
- 3 If you have any questions, I can be reached at 712 288-1144.
- 4 The current status report has been attached and I highlighted the important parts (the important parts were highlighted).
- 5 Once the survey responses have been collected and analysed, we will know more.
- 6 More research may be needed before we proceed with the project.
- 7 The recommended guidelines for replacing equipment should be followed.
- 8 Reshipment of these items will be considered when the customer's need is determined by the company.
- 9 The participants were welcomed and the main speaker was introduced by her.
- 10 Two serious omissions of income were discovered and corrected before the accounting records were reviewed by the auditor.