

## Business Writing Activities

*Proofread the body of a formal letter below. Mark all errors to be fixed later.*

Dear Bob;

This letter is being written to clarify your needs in processing claims and billing requests. Many carriers use a variety of policies in regards to medical and payment claims.

In order to meet your organizations claim processing needs it would be helping for us to know those policies for the following components.

1. Global medical service periods for both major and minor procedures.
2. Multiple treatment guideline in terms of ranking procedutes
3. pro-rated % for primary and secondary procedures
4. modifiers that are recognized and can be used for additional procedural explanation.
5. Medical and officesupplies that will be reimburse for in-office procedures

Your reply regarding these polices will help our firm accurately file claims to you by knowing your billing requirements, it should help eliminate unnecessary claim denials and request for follow-up that is costly and time consuming for both of us.

Yours truly,

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*Revise the sentences below. (Safire tells you how to do this in each sentence.)*

### William Safire's Rules for Writers:

- Remember to never split an infinitive.
- The passive voice should never be used.
- Do not put statements in the negative form.
- Verbs have to agree with their subjects.
- Proofread carefully to see if you words out.
- If you reread your work, you can find on rereading a great deal of repetition can be by rereading and editing.
- A writer must not shift your point of view.
- And don't start a sentence with a conjunction. (Remember, too, a preposition is a terrible word to end a sentence with.)
- Don't overuse exclamation marks!!
- Place pronouns as close as possible, especially in long sentences, as of 10 or more words, to their antecedents.
- Writing carefully, dangling participles must be avoided.
- If any word is improper at the end of a sentence, a linking verb is.
- Take the bull by the hand and avoid mixing metaphors.
- Avoid trendy locutions that sound flaky.
- Everyone should be careful to use a singular pronoun with singular nouns in their writing.
- Always pick on the correct idiom.
- The adverb always follows the verb.
- Last but not least, avoid cliches like the plague; seek viable alternatives.