**Answers to Real-World Editing Exercises**

# **Chapter 1**

**To:** Nathaniel Navarro <nat@navarro.com>

**From:** Vance Lee <vancelee@webfix.com>

**Subject:**  Updating Your Website

Dear Mr. Navarro:

You are smart to inquire about updating your *website* [pronoun, noun, adjective]. Fresh websites get more traffic, don’t look old, and help *you* [pronoun, noun, adjective] communicate *better* (adjective, conjunction, adverb] with your members, clients, and potential clients.

We can *help* [noun, verb, adverb] you build a website and also maintain it. We have provided *help* [noun, verb, adverb] to many website owners, *but* [conjunction, preposition, verb] we also maintain many websites that we did not create. Does your website *need* [noun, verb, adjective] a quick update? Do you want something fixed?

WebFix provides many *kinds* [noun, verb, adverb] of website maintenance services to keep your site fresh and *responsive* [adjective, adverb, verb]. Specifically, we can do the following:

* Provide typical *everyday* [adjective, adverb, noun] updates beyond maintenance
* Clean up *and* [preposition, conjunction, verb] maintain your website even if we did not create it
* Perform *efficient* [adverb, adjective, noun] software patches and upgrades as necessary
* Resize and *carefully* [adverb, adjective, verb] optimize images that you have selected
* Check your site every day with the latest versions *of* [preposition, conjunction, verb] Explorer, Firefox, Chrome, Safari, Edge, and other web browsers.

If you are like most *business* [noun, adjective, pronoun] owners, you would rather spend your precious time running your business than learning how to update your website. We get that. For that reason, we offer an online *plan* [noun, pronoun, adjective] that allows owners to purchase blocks of maintenance to cover *their* [noun, pronoun, adverb] websites. Our range of services is *completely* [preposition, adverb, verb] reliable as we have had this system in operation for many years now. It’s easy to use, and billing is simple when you prepay for maintenance blocks.

If this message has piqued your curiosity, please send an e-mail or call 1-800-700-2001 to have a *service* [noun, adjective, verb] representative arrange a conference *call* [verb, noun, adverb]. We look forward to explaining how we can keep your website always up-to-date.

Vance Lee

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