



"This takes commitment from our school to being fiscally responsible and helping families find and apply for all available scholarships. And it takes your commitment to prioritizing your child's education in your family's budget."

(from a student handbook and website--cringe):

"The following financial policies have been adopted by the school board. Strict adherence to these policies is imperative to the best interest of the student and school."

### **Review every word and comma.**

Sounding friendly and sounding educated are not mutually exclusive. You still need to proofread carefully to ensure your grammar and punctuation are correct--and