

11 Common mistakes 1

A Correct the mistake in each sentence.

- 1 I am write with regard to your recent email. *I am writing*
- 2 Please send me your comments until Friday at the latest.
- 3 I will be grateful if you could send me more information.
- 4 Please find attach my report, as promised in Friday's meeting.
- 5 Exactly! I am agree with you.
- 6 I hope we can to meet up soon.
- 7 I look forward to receiving this information so soon as possible.
- 8 I'm sorry I haven't written for ages, but I been really busy.
- 9 It will be more better for me if we meet on Tuesday rather than Monday.
- 10 Sorry, I don't can help you on this matter.
- 11 If you require any further informations, please do not hesitate to contact me.
- 12 I look forward to meet you next week.
- 13 I am really appreciate your kindness during my stay in London.
- 14 At the meeting we will discuss the follow points.
- 15 We note from our records that we have not received your payment still.

B Each phrase below has *one* word missing. Add the missing word, as in the example.

- 1 With reference ^{to} your email sent 6 June, ...
- 2 Thank you sending me the pdf catalogue I requested.
- 3 We are writing to inform that ...
- 4 We are able confirm that ...
- 5 I apologize the delay.
- 6 I would appreciate if you could ...
- 7 Please get back me if there's anything else.
- 8 What time would convenient for you?
- 9 If you like any more details, just let me know.
- 10 Anyway, that's all for now – I write again soon.
- 11 It was good to meet you the conference in Beijing.
- 12 I look forward to hearing you soon.
- 13 I've attached a copy the latest sales figures.
- 14 Thank you for the invitation visit your company.
- 15 With reference your inquiry via our website, I've attached all the information you need.

C Each *paragraph* in the emails below has *three* mistakes (including missing words). Find them and correct them.

Email 1

It was a pleasure to meet you in Budapest last week and I would like to thank you for your interest in our office products. You mentioned you were going ^{to} visit Turkey soon, and when you come here I like to invite you to visit our factory just outside Istanbul. We would be very pleased to showing you round our new factory and modern production facilities.

As you would being our guest, we would of course arrange for you to stay in a good hotel and take you out to dinner. Please to let me know when you have finalized your travel plans. I look forward to see you in Turkey in the near future.

Email 2

You will all be aware that we been interviewing candidates for the position of Marketing Director. I am now pleased to inform that we have appointed an excellent candidate, Simone Verhart. Simone has worked in marketing for over 15 years and I am sure she will be a valuable member of team.

I would like to invite you a short lunchtime reception in Conference Room 2 next Tuesday 5 Feb where you will have chance to meet Simone on an informal basis. Refreshments will be available. Please let me know if you can come so that I can to estimate numbers.

Email 3

I am write re our order for 1,000 pieces of footwear, reference VK899. The money was transfer to your account on 23 January but we yet haven't received the goods. You promised in your email of 15 Dec that you would ship within seven days of a firm order.

I called your office this morning but the secretary told you were away until tomorrow (Thursday). This is now a very urgent matter. Please call me as soon you can and let me know what is happening. We have customers waiting for these pieces and the delay is causing us for to lose business.

Email 4

It has been brought to my attention that security in the building is not so good as it could be. You may be aware that one of our secretaries had her bag stolen yesterday. In the light of this, I would like to remember you to take care of your personal possessions at all times, particular at lunch times when there are fewer people in the offices.

I am preparing a report on how security could be improved, and I could be grateful for any suggestions that you have. Please email me with your ideas by the end of next week at the later. I am also discuss the matter with our reception staff to see if there are any procedures we can improve there.