

Find the mistake!

In this weekly section we look at common grammatical errors in business life

Read the following business document. Each line with a number beside it contains ONE GRAMMATICAL ERROR. First, identify the error type in each line, selecting this from the many errors in the column on the right. Then correct the errors. When you've finished, check your corrections below.

	Mr Albert Chung Manager Planet Ltd.	26 September 2003
	Dear Mr Chung, Ref: Excess Merchandise	
1	Please accept our apologies for having shipped merchandise excess of your purchase order.	
2	We made an adjustment in your account to reflect this error and	
3	have arranged for PK Transport Ltd. to pick the excess merchandise on 20 September.	
4	We are sorry for the inconvenience this has been caused you and	
5	appreciated your cooperation and understanding in this matter.	
6	Thank you your recent order.	
	Best regards,	
	Norah Lee Manager Sun Ltd.	

Error Types
A. Incorrect verb tense
B. Missing article (a/an/the)
C. Missing preposition
D. Missing direct object
E. Incorrect voice (active vs. passive)
F. Incorrect modal auxiliary verb (will vs. would)
G. Incorrect structure (modal verb + main verb)
H. Incorrect structure (verb + gerund/infinitive)
I. Incorrect pronoun (it, this, these etc.)
J. Incorrect part of speech
K. Incorrect noun ending
L. Unknown verb tense
M. Incorrect preposition

Spot the Errors
1 Error type C - ...merchandise in excess of...
2 Error type A - ... We have made an adjustment...
3 Error type C - ...to pick up the excess...
4 Error type E - ...this has caused you and...
5 Error type A - ...appreciate your cooperation...
6 Error type C - ...Thank you for your recent...

Learn from the web!

See our weekly suggestions of useful English language and reference websites

Guide to Grammar and Writing is an excellent free resource for learners of English. The website has online "lessons" explaining various grammatical rules and problems. Material is divided into levels - "Sentence Level", "Paragraph Level" and "Essay Level" - each with subtopics covering specific grammatical concepts. The site includes online exercises for most lessons. Logs of past questions and answers from the "Ask Grammar!" section are available at the site or users can ask new questions.

<http://www.ccc.commnet.edu/grammar/>



Guide to Grammar & Writing

TOPICS

Topics is an online magazine for and written by learners of English as a second language. Learners express their ideas and opinions in articles of interest to them which they submit to the magazine. The site has an international flavour with contributions from people all over the world. The language used is generally clear and easy to read. You can read about all sorts of topics, including foreign cultures, international performing artists, people with special interests, international events, etc. The content is interesting and, at the same time, educational.

<http://www.topics-mag.com>

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