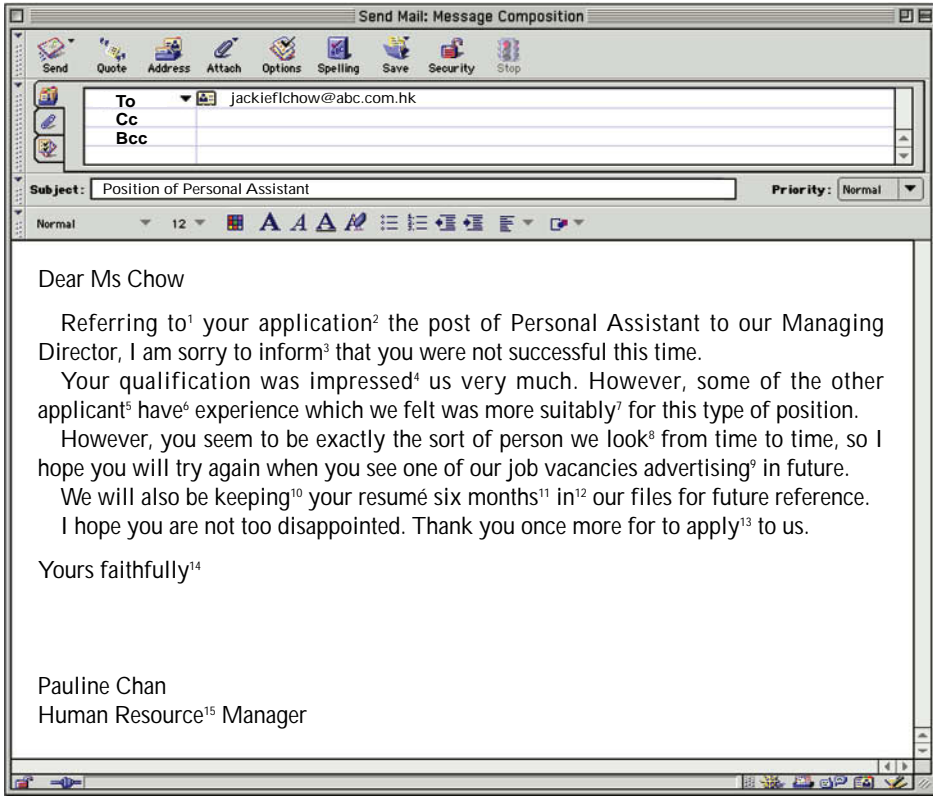


Spot the mistakes!

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



THIS E-MAIL TO A JOB APPLICANT contains 15 common grammatical errors. Try to identify and correct them. You can check the right answers below.

1. With reference to
2. your application for
3. to inform you
4. Your qualifications
- impressed us
5. applicants
6. had
7. suitable
8. look for
9. advertised
10. keep
11. for six months
12. on our files
13. for applying
14. sincerely
15. Resources

Learn from the Web!

See our weekly suggestions of useful English language and reference websites

English Daily is a free site, designed for Chinese learners of English. At this site you can practice reading everyday conversations and learn American idioms and slang. There is a useful grammar section and a section on common mistakes made by Chinese speakers. You can also download short stories for adult learners - these will provide you with good, extensive reading practice.

<http://www.englishdaily626.com/>



A section in the excellent englishclub.com deals with pronunciation. This part of the site explains how to pronounce American English and helps you understand the stress in words and sentences as well as linking words as part of the language.

<http://pronunciation.englishclub.com/>

This article was written by **The Language Key**, a monthly business English magazine published in Hong Kong, written by native English corporate trainers for adult Chinese learners of English. If you would like to receive a FREE sample copy of The Language Key, please visit their website at www.languagekey.com/careertimes.htm or call 2517 7725.