

Find the mistakes!

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 error. When you have finished, check your corrections below.

	Subject: New General Manager
1	Peter Evans would take over next month as General Manager of the
2	Hong Kong office. He replaces Virginia Foster, whom will be returning
3	to Australia after nearly four year in the position.
4	Coinciding to Mr Evans taking over the position are new procedures
5	which all sales representatives should be folow. These are explained
6	in detail in the attachement document.
7	Mr Evans is keen to see a more efficient information flow from within Sales
8	Department and he felt these procedures will facilitate the process.
	Best regards,
	Anne Chui HR Manager

Error Types
A. Incorrect verb tense.
B. Missing article (a/an/the)
C. Incorrect article (a/an/the)
D. Incorrect pronoun (it, this, these, etc.)
E. Incorrect connective (therefore, since, etc)
F. Incorrect relative pronoun (who, whom, etc)
G. Incorrect modal auxiliary verb (will vs. would)
H. Incorrect structure (modal verb + main verb)
I. Incorrect structure (verb + gerund/infinitive)
J. Grammatical inconsistency
K. Incorrect subject - verb agreement
L. Missing preposition
M. Incorrect part of speech
N. Incorrect noun ending
O. Incorrect preposition

Spot the Errors
1 Error type G - Peter Evans will take over
2 Error type F - Foster who will be returning
3 Error type N - four years in the position
4 Error type O - coinciding with
5 Error type H - representatives should follow
6 Error type J - attached
7 Error type B - from within the Sales
8 Error type A - and he feels these procedures

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