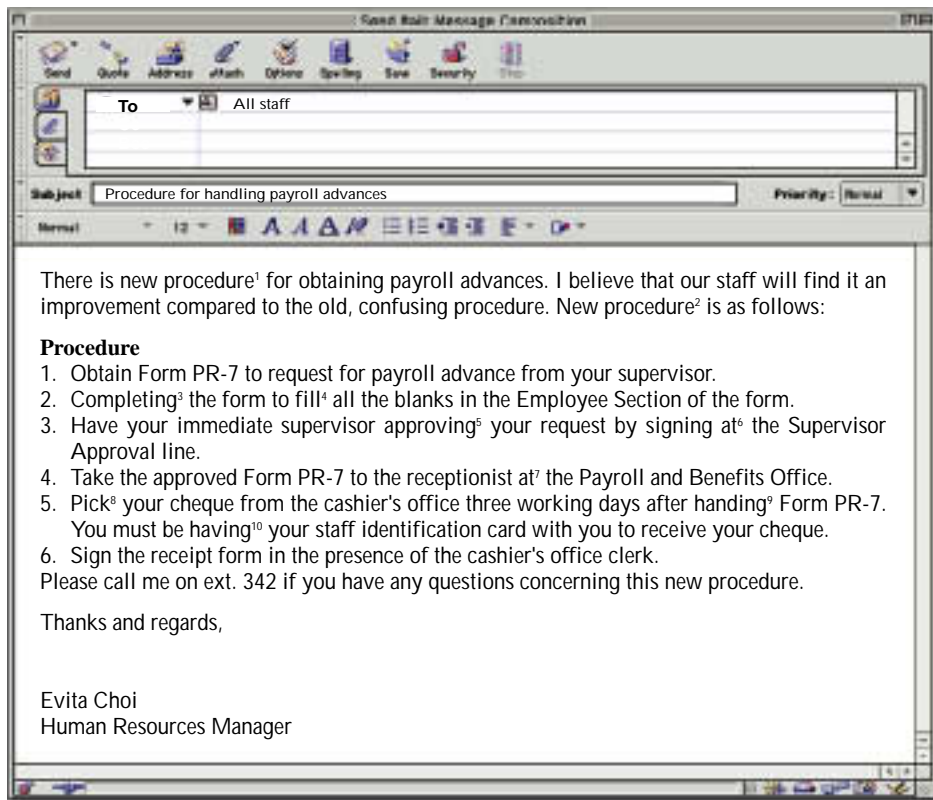


Find the mistakes!

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



THIS INTERNAL EMAIL contains 10 common grammatical errors. Try to identify and correct the errors. You can check your answers to the exercise below.

- (1) ... a new procedure ...
- (2) The new procedure ...
- (3) Complete ...
- (4) ... by filling in ...
- (5) ... approve ...
- (6) ... signing on the Supervisor Approval line
- (7) ... in the ... office
- (8) Pick up your cheque ...
- (9) ... after handing in ...
- (10) you must have ...

Learn from the Web!

See our weekly suggestions of useful English language and reference websites

English for Everybody is a useful free sight for learners of English. The site is divided into three main areas: free English courses, free EFL exam practice and free reading practice. The free courses are divided into four levels, from beginners to advanced. In each level, you will find a number of lessons covering grammar, functions and vocabulary. Tests are also given. You will also find links to online word games and a bulletin board where you can post your questions about learning English.

<http://www.english-online.org.uk>



At **English Baby!** You will learn real English through actual examples of the language being used today. The site uses American pop culture to teach you how Americans speak. And you can practice what you learn. You can chat with other students and native speakers, post messages and meet other people from around the world.

<http://www.englishbaby.com>

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