

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

	Dear Mr Cheung,	24 Oct 2003
	Ref: Your Order Ref. 273892Q	
1	Thank you for your letter on 22 October 2003 informing us that the desks	
2	we delivered to you on 16 October was defective.	
3	If you read our terms and condition for sale, you will see that our policy	
4	provide our customers with seven days to inspect and either accept or	
5	reject goods if defects were found. We feel this gives our customers	
6	enough time to ensure that the goods are free with defects.	
7	Due to this is the first time you have made this request of us, we will	
8	accept the return of the goods and credit HK\$12,500 your account. Please	
9	would you return the goods to us on the same condition that you received them	
	as soon as possible.	
10	We are sorry about the inconvenienced that this has caused you.	
	Kind regards,	
	Mary Li	
	Assistant Manager	

Error Types	
A.	Incorrect verb tense
B.	Incorrect noun ending
C.	Incorrect pronoun (it, them etc)
D.	Missing article (a/an/the)
E.	Incorrect modal verb (may, can etc)
F.	Incorrect subject-verb agreement
G.	Incorrect auxiliary verb (will vs would)
H.	Incorrect structure (verb + gerund/infinitive)
I.	Incorrect structure (modal verb + main verb)
J.	Incorrect connective (because, since etc)
K.	Incorrect part of speech
L.	Incorrect preposition
M.	Missing preposition

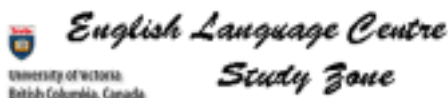
Spot the Errors	
1	Error type L ...your letter of 22 October...
2	Error type F ...October were defective.
3	Error type B ...terms and conditions for sale...
4	Error type F ...provides our customers with...
5	Error type A ...if defects are found.
6	Error type L ...are free of/from defects.
7	Error type J As/Since/Because this is the...
8	Error type M ...HK\$12,500 to your account.
9	Error type L ...to us in the same condition...
10	Error type K ...about the inconvenience...

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At Karin's ESL PartyLand, you'll find over 75 free interactive exercises to test your knowledge of English. If you want to improve your English rather than test it, visit the site's Learning Pages. If you'd like to practice your writing, you can join in one of PartyLand's 15 Discussion Forums for ESL students and teachers. Finally, at PartyLand's Student E-mail Exchange, you can find an e-mail pen pal to write to in English.

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



The English Language Centre Study Zone is another free site with an extensive collection of grammar, reading, vocabulary and puzzle exercises. The site is divided into learning levels linked from the home page - lower numbers indicate a lower level.

<http://web2.uvcs.uvic.ca/elc/studyzone>

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