

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 Mak,	31 October 2003
	Ref: New Project	
1	Please forgive me for not responding earlier your letter of 27 October 2003. My	
2	secretary were on vacation and my correspondence has fallen behind.	
3	I have reviewed the material you sent me and can understand your enthusiastic	
4	for the project. The next step is for us to meet up to explore the viable option.	
5	I would suggest that we try to arrange a meeting at the second week of November, as	
6	I will be going to Paris 19 November for a couple of weeks. Please would you call	
7	my secretary to arrange a time that will be convenience for you.	
8	I am looking forward to seeing you.	
	Best regards,	
	Leo Kong	
	Manager	

Error Types	
A.	Incorrect tense
B.	Incorrect noun ending
C.	Incorrect pronoun
D.	Missing article (a/an/the)
E.	Unnecessary article (a/an/the)
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 article (a/an/the)
L.	Missing direct object
M.	Incorrect part of speech
N.	Incorrect preposition
O.	Unknown verb tense
P.	Unnecessary preposition
Q.	Missing preposition

Spot the Errors

1.	Error type Q	...responding earlier to your letter of...
2.	Error type F	...secretary was on...
3.	Error type M	...understand your enthusias...
4.	Error type B	...explore the viable options.
5.	Error type N	...meeting in the second week ...
6.	Error type Q	...to Paris on 19 November...
7.	Error type M	...will be convenient for you.
8.	Error type O	I look forward to seeing you.

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