

# Find the mistakes!

In this 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 Shaw,	14 November 2003
	Ref.: In-company English classes	
1	From Monday 24 November, English classes will hold in the Training Centre.	
2	There will be two group: advanced level (10.00-11.30) and intermediate	
3	level (8.30-10.00). Class sizes will be limited for 12 participants.	
4	Please encouraging your staff to attend one of the sessions. All teaching	
5	materials will be provided but students will expect to do homework and	
6	preparing for the classes outside working hours.	
7	Please send me the names of all interesting staff by Wednesday 19 November.	
	Best regards,	
	Jim Yan	
	Manager	

Error Types	
A.	Incorrect tense
B.	Missing article (a/an/the)
C.	Missing direct object
D.	Incorrect pronoun (it, he, this etc)
E.	Incorrect voice (active vs passive)
F.	Incorrect structure (adjective + infinitive/gerund)
G.	Incorrect structure (verb + infinitive/gerund)
H.	Grammatical inconsistency / non-parallel form
I.	Incorrect subject-verb agreement
J.	Incorrect part of speech
K.	Incorrect noun ending
L.	Incorrect preposition

*Spot the Errors*

1.	Error type E	.. will be held in the training...
2.	Error type K	There will be two groups...
3.	Error type L	..be limited to 12 participants.
4.	Error type A	..will be expected to do...
5.	Error type E	Please encourage your staff...
6.	Error type H	..prepare for the classes...
7.	Error type J	...of all interested staff by...

## Learn from the Web!

See our suggestions of useful English language and reference websites

**Free-esl** is, as the name suggests, a free website for teachers and learners of English. The most useful section at the site is probably 'The Grammar Guide' which provides an excellent basic overview of English grammar. You may also like to check out 'Keywords & Phrases'. Here you'll find a list of words and phrases which can cause problems for students of English. Finally, if you want to find out how good your English is, you can take a free online test.

<http://www.free-esl.com>



At **nonstopenglish** you can practice your English grammar and vocabulary skills with interactive tests. You can also receive free interactive email tests. If you register and log in, you can see which tests you have done and how successfully. Learning English with these free online tests is really motivating. New tests are added every week.

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