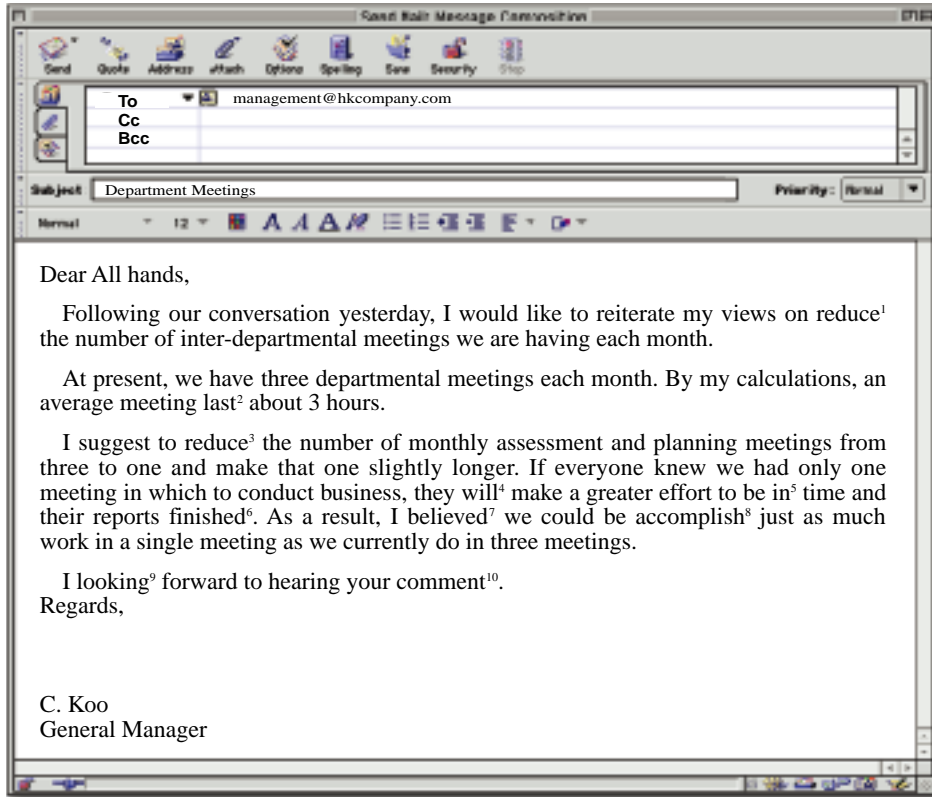


Find the mistakes!

In this section we look at common grammatical errors in business life



THIS INTERNAL E-MAIL contains common grammatical errors. Try to identify and correct them. You can check the right answer below.

1. on reducing...
2. meeting lasts...
3. suggest that we reduce... / suggest reducing...
4. would make a greater effort...
5. on time...
6. have their reports finished.
7. I believe...
8. could accomplish...
9. I look forward...
10. comments.

Learn from the Web!

See our suggestions of useful English language and reference websites

english@home is a free site for intermediate learners of English. Developed in Flash, this attractive site has plenty of interesting resources for learners. The site has a number of sections, including grammar, verb tenses, speaking, vocabulary, idioms and real life situations (business letters, giving presentations, making phone calls, etc.). After each section, you'll have an opportunity to test yourself by trying the fast-loading flash exercises. The site also has an active forum for people looking for pen pals to write to.

<http://www.english-at-home.com>



Reading a newspaper is a great way to improve your English. At **News Stories**, you'll find lots of interesting stories on a wide variety of topics written in simplified English. First, click on a news story that you want to read - all stories are alphabetically listed according to their topics. Then you can read the story or outline of the story. Click on 'Hear' to listen to the story. After you finish reading and listening, check your understanding by doing the lessons (quizzes). There are 6 different kinds of quizzes. Just click on 'Menu' to start.

<http://www.cdlponline.org/news.html>

*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*