Find the mistakes!

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

Sand fair Message Composition	THIS INTERNAL
Control Andrew Aller Control Control Control Control	E-MAIL contains
To Personnel@hkcompany.com	common grammatical errors. Try to identify
	and correct them. You
Bcc	can check the right
Suitability of Tong Tak Tsuen (JSO 43) for Further Training	answer below.
Nemal * 12 * 圖 A A A M 田田 価値 E * D**	
Dear Jacky,	
I refer to your request of 11 December 2003 for my opinion on Mr Tong's suitability for the "Supervising for Safety" course in ¹ the Hong Kong College of Construction.	
Since joining this department, Mr Tong showed ² himself to be a keen and ambitious worker, always ready to seek and accepting ³ responsibility. His work performance is of the highest standard, and he has succeeded in establish ⁴ excellent working relationships with all his colleague ⁵ . When dealing to ⁶ subordinate staff, he is always open-minded and fair, yet firmly ⁷ and decisive. I believe that he has the potential to accept more demanding supervisory responsibilities.	
Family difficulties, together with some weaknesses in English, might to prevent ⁸ Mr Tong from successfully completing a ⁹ course. Nevertheless, his performance on previous courses has always been excellent. On each occasion both he and, in turn, this department has ¹⁰ benefited from his attendance.	 tirm the course. the course.
Having considered all these factors, I therefore feel that Mr Tong is a suitable candidate for the course.	 4. succeeded in 5. colleagues. 6. dealing with
Regards, Peter Kan	to seek and (to) accept responsibility.
Chief Safety Officer	3. Mr Tong is always ready
() ()	1. at the Hong Kong 2. has shown himself
	ngo N ngo H adt ta

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See our suggestions of useful English language and reference websites

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