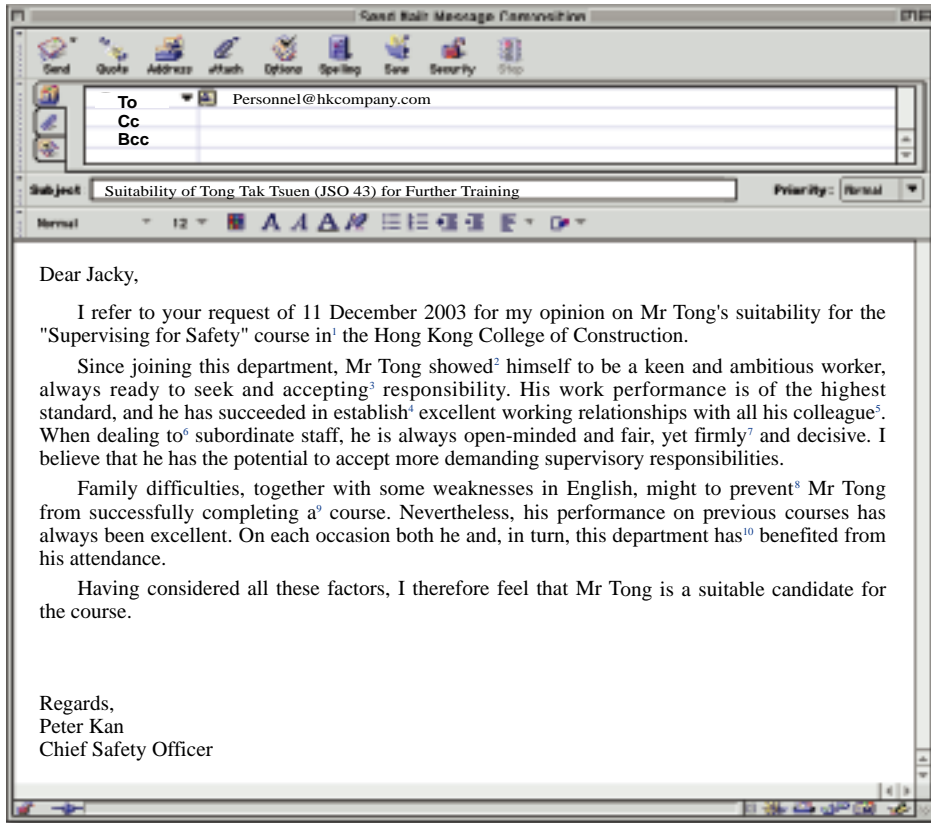


# Find the mistakes!

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



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

1. at the Hong Kong...
2. has shown himself...
3. Mr Tong is always ready to seek and (to) accept responsibility.
4. succeeded in establishing...
5. colleagues.
6. dealing with...
7. firm...
8. might prevent...
9. the course.
10. have benefited...

## Learn from the Web!

See our suggestions of useful English language and reference websites

Listening to **Voice of America** will provide you with good listening practice. All programmes broadcast over the Internet, both live and on-demand, are intended for an international audience. The English section has different topics of interest like our world, global exchange, communications world, news, kaleidoscope, music mix and other American issues.

<http://www.voa.gov>



**ET People** is a free magazine for English students and includes a selection of interesting simplified news and current affairs stories, usually accompanied by vocabulary exercises. You'll also find word puzzles, dialogues to practice your speaking and a range of other articles to help you improve your English.

<http://etpeople.tripod.com>

*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](http://www.languagekey.com/careertimes.htm) or call 2517 7725*