

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 Chu,	9 January 2004
	Subject: Working overtime	
1	In recently weeks, several departments have been exceeding their	
2	overtime budgets. It appear that employees are deciding on their own when to work overtime.	
3	Staff in your department should be notify you when they expect to work	
4	overtime so as to you can determine whether it is necessary and whether	
5	your budget can be afford it. The staff in your department should never	
6	work overtime unless they are having your prior approval.	
7	Extra costs for overtime is charged against your cost centre. You are	
8	responsible to maintain your overall budget.	
9	It is your responsibility for keeping your employees informed regarding overtime policy.	
	Best regards,	
	May Kwok	
	Manager	
	HR Department	

Error types	
A.	Incorrect verb tense
B.	Missing article (a/an/the)
C.	Incorrect voice (active vs passive)
D.	Incorrect subject-verb agreement
E.	Non-parallel form - grammatical inconsistency
F.	Incorrect connective (due to, so as to, etc)
G.	Incorrect structure (verb + prep. + gerund)
H.	Incorrect structure (modal verb + main verb)
I.	Incorrect structure (noun + infinitive)
J.	Incorrect part of speech
K.	Incorrect article (a/an/the)
L.	Incorrect punctuation
M.	Incorrect preposition

Spot the Errors

1.	Error type J	In recent weeks, several...
2.	Error type D	It appears that employees...
3.	Error type H	...should notify you when they...
4.	Error type F	...overtime so that you can...
5.	Error type H	...your budget can afford it.
6.	Error type A	...they have your prior approval.
7.	Error type D	...overtime are charged against...
8.	Error type G	...responsible for maintaining...
9.	Error type I	...your responsibility to keep...

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