

## 16 Common mistakes

A Correct the mistake in each sentence.

- 1 ~~I am~~ write with regard to your recent email. *I am writing.*
- 2 Please send me your comments until Friday at the latest. ....
- 3 I will be grateful if you could send me more information. ....
- 4 Please find attach my report, as promised in Friday's meeting. ....
- 5 I hope we can to meet up soon. ....
- 6 I look forward to receiving this information so soon as possible. ....
- 7 I'm sorry I haven't written for ages, but I been really busy. ....
- 8 It will be more better for me if we meet on Tuesday rather than Monday. ....
- 9 Can we meet at 8 Feb at 14.30 instead? .....
- 10 Sorry, I don't can help you on this matter. ....
- 11 If you require any further informations, please do not hesitate to contact me. ....
- 12 I look forward to meet you next week. ....
- 13 I am really appreciate your kindness during my stay in London. ....
- 14 At the meeting we will discuss the follow points. ....
- 15 I'm afraid but we haven't received your payment yet. ....

B Each phrase below has one word missing. Add the missing word.

- 1 With reference <sup>to</sup> your email sent 6 June, ...
- 2 Thank you sending me the catalogue I requested.
- 3 We are writing to inform that ...
- 4 We are able confirm that ...
- 5 I apologise the delay.
- 6 I would appreciate if you could ...
- 7 Please get back me if there's anything else.
- 8 What time would convenient for you?
- 9 If you like any more details, just let me know.
- 10 Anyway, that's enough, I think I stop writing now.
- 11 It was good to meet you the conference in Paris.
- 12 I look forward to hearing you soon.
- 13 I've attached a copy the latest sales figures.
- 14 Thank you for the invitation visit your company.
- 15 With reference your enquiry, I've attached all the information you need.

C Each paragraph in the emails below has three mistakes. Correct the mistakes.

Email 1

It was a pleasure to meet you in Budapest last week and I would like to thank you for your interest in our office products. You mentioned that you were going <sup>to</sup> visit Turkey soon, and when you do I like to invite you to visit our factory outside Istanbul. We would be very pleased to showing you round our new factory and modern production facilities.

As you would being our guest, we would of course arrange for you to stay in a good hotel and take you out to dinner. Please to let me know when you have finalised your travel plans. I look forward to see you in Turkey in the near future.

Email 2

You will all be aware that we been interviewing candidates for the position of Marketing Director. I am now pleased to inform that we have appointed an excellent candidate, Simone Vorhart. Simone has worked in marketing for over fifteen years and I am sure that she will be a valuable member of team.

I would like to invite you a short lunchtime reception in Conference Room 2 next Tuesday 5 Feb where you will have chance to meet Simone on an informal basis. Refreshments will be available. Please let me know if you can come so that I can to estimate numbers.

Email 3

I am write re our order for 1,000 pieces of footwear, reference VK899. The money was transfer to your account on 23 January and we yet haven't received the goods. You promised in your email of 15 Dec that you would ship within 7 days of a firm order.

I called your office this morning but the secretary told that you were away until tomorrow (Thursday). Please call me at the morning and let me know what is happening. We have customers waiting for these pieces and the delay is causing us for to lose business.

Email 4

It has been brought to my attention that security in the building is not so good as it could be. As you may be aware, one of our secretaries had her bag stolen yesterday. In the light of this, I would like to remember you to take care of your personal possessions, particular at those times of the day when the building is not busy.

I am going to prepare a report on how security could be improved, and I could be grateful for any suggestions that you have. Please email me with your ideas by the end of next week at the later. I also have a word with our security staff in reception to see if there are any procedures we can improve there.