

12 Common mistakes 2

A Underline the one correct form from the three phrases in italics.

- 1 Please *find attachment* / *find attached* / *see attached* my report. Hope it's useful. Comments please by the end of the week.
- 2 Here is my report. If there are any issues that need clarification, *please make me* / *please to let me* / *please let me* know.
- 3 I just got Violet's report. I'm *forwarding it* / *moving it* / *replying it* to you here – see below. Hope it's not too late. Comments directly to her please, and cc me.
- 4 Here's the link for various forms that you have to complete online. Please *make* / *take* / *pay* special attention to form A2 which will be needed for insurance purposes.
- 5 Please print off and complete the attached forms, and then sign them and return them to Viju in HR. She needs them by 3 June *at the latest* / *at the last* / *at last*.
- 6 As agreed, I'm sending the agenda and pre-meeting notes. Let me know if there's anything else we can do *from our part* / *on our side* / *by our way* before we meet.
- 7 I'm attaching the revised Business Plan. Please *note* / *look* / *attend* that several alterations to budgets and dates have been made – they are highlighted in red.
- 8 Please find attached my report. *Come back with me* / *Come back to me* / *Return to me* if there are any problems with deadlines, etc.
- 9 Please find attached my report. *Make me have any comments* / *Let me have what you think* / *Let me know what you think*.
- 10 Here is the draft itinerary for your trip to Australia in April. Please *control* / *check* / *prove* that I have included everything necessary.

B Correct the one mistake in each email below. Informal short forms (like *Hope you like it* instead of *I hope you like it*, or *mtg* instead of *meeting*) are not mistakes.

- 1 Here's the report. Hope you like ^{it}~~it~~. Took me two days to write!
- 2 Report attached like promised. Any probs – get back to me.
- 3 Oops. Forgot send the attachment! Here it is.
- 4 I'm sending the report as an attachment to this email. If it doesn't open, make me know.
- 5 Please check the attached document careful and let me know if you have any questions. Will be away in Turkey for a few days but back next week.
- 6 I'm returning your original document with my comments inserted with red.
- 7 Here's link to online survey I mentioned. It's needed for internal quality assurance. Please to complete it asap, and by Fri at the latest.
- 8 We are always trying to improve our customer services. I be grateful if you could complete a short survey about your recent pre-sales contact with our company. The link is below.
- 9 FYI, here's Leslie's report. Section 3.2 v interesting. What you do think?
- 10 Thx for sending me the report – I let you know what I think.

