

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 ^{to} 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.

Email 2

Dear Mr Witkiewicz

Thank you for your email of 2 August inquiring about a possible order for our products ref nos. TG67 and K800. I will go through your questions in order.

1 In ⁽¹³⁾ r_____ to discounts, we would be happy to let you have a discount of 5% on an order of this size.

2 With ⁽¹⁴⁾ r_____ to your request for credit, unfortunately, we are not able to offer 60 days credit to ⁽¹⁵⁾ f_____ - t_____ customers. However, I am sure we can find an acceptable ⁽¹⁶⁾ com_____. In view of your reputation in the market, our credit ⁽¹⁷⁾ co_____ department will agree on 30 days, with no pre-payment necessary. Our normal ⁽¹⁸⁾ pro_____ is to check all bank guarantees, so we will be requiring ⁽¹⁹⁾ fu_____ details if you decide to go ahead with your order.

3 Your final question is about delivery times. We can supply the items you require directly from ⁽²⁰⁾ st_____, and the goods will leave our warehouse within 3 working days of a firm order. Please also note that we have recently improved the functionality of our website, and it is now possible to ⁽²¹⁾ pl_____ an order on-line. Alternatively, you can print out the attached order form. Just ⁽²²⁾ f_____ it in and return it to us by mail.

I have arranged for a member of our customer services ⁽²³⁾ t_____ to give you a call later in the week. They will be able to ⁽²⁴⁾ d_____ with any further points.

Thank you for your interest in our products.

Sylvia Newman

C Underline the correct prepositions in each sentence.

- 1 Thank you *for/about* your interest in our products.
- 2 We are interested *in/to* purchasing 5,000 units.
- 3 Do you give discounts *to/on* an order of this size?
- 4 We will be happy to deal *to/with* any further questions.
- 5 Is it possible to buy the goods *on/with* credit?
- 6 We need these items *until/by* the end of October at the latest.
- 7 We need to reach agreement *on/for* this matter as soon as possible.
- 8 We have 20 items *on/in* order from you.
- 9 Thank you for your email about a possible order *by/for* our products.
- 10 In relation *with/to* discounts, our terms are 5% *for* an order over €10,000.
- 11 We offer a discount *off/by* 5%.
- 12 With regard to your request *for/of* 60 days credit, unfortunately we are not able to do this.
- 13 There are one or two things to clarify before going *ahead/in* front with an order.
- 14 Our company has been *on/in* the market for over forty years.
- 15 This product has been *on/in* the market for over a year.
- 16 We are prepared to compromise *at/over* the question of transport costs.
- 17 We can supply the items you require *directly off/from* stock.
- 18 The goods will leave our warehouse *within/until* 3 working days of a firm order.