

English for Emails

Unit 8: Proofreading

Task 1

Put the misspelt words in the appropriate groups.

Helo / I look forwad to / English lessson /
Dera John, / let me knnow / in hte morning /
nexxt week / With best regarsd, /
at the meting

1. There is a letter missing

2. There is an extra letter

3. There is a letter in a wrong place

Task 2

Choose the most correct version of the email.

1. Dear Bob,
How are you feeling today? I hope you are better now now. I told you about Mrs Chang – she she is coming tomorrow in afternoon to discuss the new contract. Would you like to join us? We are meeting at 2:30 in in Room G83. Let know if you can come.
With best wishes, Jackie

2. Dear Bob,
How are you feeling today? I hope you are better now. I told you about Mrs Chang – she is coming tomorrow in the afternoon to discuss the new contract. Would you like to join us? We are meeting at 2:30 in Room G83. Let me know if you can come.
With best wishes, Jackie

3. Dear Bob,
How are you feeling today? I hope you are better now. I told you about Mrs Chang – she is coming tomorrow in afternoon to discuss the new contract. Would you like to join us? We are meeting at 2:30 in Room G83. Let me know if you can come.
With best wishes, Jackie

Task 3

Choose the correct sentences. Together they make an email.

1. a) Dear Mr Alessi!!!
b) Dear Mr Alessi,
2. a) Many thanks for your last email.
b) Many thank's for your last email.
3. a) We would like to order 120 boxes of Colombian coffee.
b) We would like to order 120 boxes of Colombian coffee
4. a) Could you please offer us a discount of 10%.
b) Could you please offer us a discount of 10%?
5. a) I hope You will be able to do this.

- b) I hope you will be able to do this.
6. a) I am expecting delivery on Monday 25th.
b) I am expecting delivery on monday 25th.
7. a) Can you also confirm this is correct.
b) Can you also confirm this is correct?
8. a) I Look forward to hearing from you.
b) I look forward to hearing from you.
9. a) With best wishes, Jozef Hamp
b) With best wishes', Jozef Hamp
4. Dear Mr Hirashi,
Thank you for coming to the office this afternoon. It was pleasure to to meet you and I look forward to working with you.
With best wishes,
Maria Kharpov
5. Dear Sir or Madam,
Please find enclosed my application for the post of Human Resources Advisor I look forward to hearing from you.
Yours faithfully,
Jason Bridden

Task 4

Indicate whether the emails are correct or incorrect.

1. Hello again Mr Howard,
Could you send me the floor plans for the house?
Many thanks in advance.
andrew Pepper
2. Dear Mr and Mrs Carr,
I am writing to advise that your table is now ready for collection. We look forward to seeing you soon.
With many thanks for your business,
Francois Toupet
Manager, Shelley Furniture Ltd.
3. Hi John,
How's it going? Let me know if you'd like a game of football this weekend.
Let's speak soon.
Ali

Answers

Task 1

1. There is a letter missing

Helo

I look forward to
at the meting

2. There is an extra letter

English lessson
let me knnow
nexxt week

3. There is a letter in a wrong place

Dera John,
in hte morning
With best regarsd,

Task 2

2. Dear Bob,
How are you feeling today? I hope you are better now. I told you about Mrs Chang – she is coming tomorrow in the afternoon to discuss the new contract. Would you like to join us? We are meeting at 2:30 in Room G83. Let me know if you can come.
With best wishes, Jackie

Task 3

1. b) Dear Mr Alessi,
2. a) Many thanks for your last email.
3. a) We would like to order 120 boxes of Colombian coffee.
4. b) Could you please offer us a discount of 10%?
5. b) I hope you will be able to do this.

6. a) I am expecting delivery on Monday 25th.
7. b) Can you also confirm this is correct?
8. b) I look forward to hearing from you.
9. a) With best wishes, Jozef Hamp

Task 4

1. incorrect
2. correct
3. incorrect
4. incorrect
5. incorrect