

Common Mistakes in Emails Pairwork- Speaking Error Correction Game Student A

The other one is always wrong in English, so it is choosing the only acceptable answer, not just the best one. There is one trick question where you can't tell the difference just by reading it but also have to explain how it is written.

Opening greeting

- 1 Dear Madams
- 2 Dear Mr Alex
- 3 Dear John. Hi!
- 4 To everyone
- 5 To: All faculty members

Opening line

- 6 I write to you about your latest model.
- 7 Thanks for your quick reply.
- 8 Sorry for my late replying.
- 9 I hope you are well.
- 10 How's it going?
- 11 It was a pleasure to meet you last week.
- 12 This is just a quick note to say...

Main body of the email Including information/ documents

- 13 Please find the information attached.
- 14 Please see the below information.

Making arrangements

- 15 Would you like to go out for dinner on Wednesday?
- 16 ... if you are convenient.
- 17 I love to come, but...
- 18 That would have been great, but at that time I'm meeting...

Requests

- 19 If possible, can you finish it by Friday?
- 20 ... as possible as you can.
- 21 Would you mind sending me...?

Complaints

- 22 Unfortunately, it was not what I expected.

Closing line

- 23 I'm looking forward to your reply.
- 24 I look forward to hear from you.
- 25 If you need any further information, please do not hesitate to contact me.
- 26 Thanks in advance.
- 27 Tomorrow is fine. See you later.
- 28 I hope you are acceptable.
- 29 Thanks again.
- 30 I hope that help.

Closing greeting

- 31 Best regard
- 32 Best Wishes

Common Mistakes in Emails Pairwork- Speaking Error Correction Game Student B

The other one is always wrong in English, so it is choosing the only acceptable answer, not just the best one. There is one trick question where you can't tell the difference just by reading it but also have to explain how it is written.

Opening greeting

- 1 Dear Sir or Madam
- 2 Dear Alex
- 3 Hi John
- 4 Hi everyone
- 5 Dear all faculty members

Opening line

- 6 I'm writing to you about your latest model.
- 7 Thanks for your quickly reply.
- 8 Sorry for my late reply.
- 9 I hope you well.
- 10 How are you going?
- 11 It was pleasure to meet you last week.
- 12 This is just quick note to say...

Main body of the email Including information/ documents

- 13 Can you find the information attached?
- 14 Please see the information below.

Making arrangements

- 15 Would you like to go out for dinner on this Wednesday?
- 16 ... if you are available.
- 17 I'd love to come, but...
- 18 That would have been great, but at that time I will meet...

Requests

- 19 If possible, can you finish it until Friday?
- 20 ... as soon as you can.
- 21 Would you sending me...?

Complaints

- 22 I'm afraid but it was not what I expected.

Closing line

- 23 I'm waiting for your reply
- 24 I look forward to hearing from you.
- 25 If you need any more questions, please let me know.
- 26 Thanks for cooperating.
- 27 Tomorrow is fine. See you then.
- 28 I hope that is acceptable with you.
- 29 Thanks you again.
- 30 I hope that helps.

Closing greeting

- 31 Best regards
- 32 Best wishes