

Correct the Mistakes

1. I want to inform that our offices will be closed next Thursday in celebration of a national holiday. If you have any question, please let me know.
2. On the behalf of MegaCorp Enterprises, we'd like to welcome you to our team. We hope this is the start of a long-term relation.
3. I have been a satisfied customer since three years. However, I'm writing to express my dissatisfaction for the order we made on March 6.
4. I talked to Stan about the sales quote. He mentioned about wanting a better discount or free shipping on his order. I think we should give him a better discount. Even though we lower the price by another 10%, we'll still be making a significant profit
5. Could you please confirm us your participation to the event? We hope to have a list of all the participants during next week at the latest.
6. Please let me to know if you have any questions about the documentations I provided.
7. Rather offering the candidate more money, could we offer her more vacation days?
8. If you have questions, please call me at the office next week. I would be in the office within normal business hours.
9. I am writing in regards the position of Senior Java Developer. I have a lot of experiences with this technology and feel I would be a good fit for the position.
10. I apologize for not responding your mail sooner. I was attending customers all morning and didn't have time.
11. Thank you for bringing this to my notice. I hope we can quickly solve this issue.

Correct the Collocation Errors

1. Thank you for **bringing this to our notice**. We're working to **solve this issue** as quickly as possible.
2. I'm writing to **show my dissatisfaction** regarding the **order I made** on April 20. I am still anxiously waiting for the products to arrive. Please ship my order immediately or I will be forced to **abandon my order**.
3. **As asked for**, I have attached a copy of your purchase order. Please let me know if you require **extra assistance**.
4. **Our records display** that there is an outstanding balance of \$150 on your account. Please send us your payment as soon as possible. If you have already sent your payment, please **neglect this message** and accept our thanks.
5. **Just a kind reminder** that today's **meeting has been suspended** until next Wednesday at 11 a.m.
6. As you have been a **faithful customer** for years, we've decided to **eliminate the late fee**.
7. We **warmly invite** you to attend our annual holiday party. Your invitation is attached. We will have more details about the event in the **approaching weeks**. If you have any questions, **feel free to be in touch** with us.
8. In my **former email**, I **forgot to communicate** that I will be out of the office this Thursday, August 26.
9. Thank your for your **fast response**. Your comments and advice are **deeply appreciated**.
10. Pricing **depends of** the size of your order. If you plan to order a **big quantity** of widgets, you may be eligible for a quantity discount.
11. As I have recently **ended my studies**, I am currently **searching a new position**. I was wondering if you could write a letter of recommendation **in my behalf**.
12. Our **hours of work** are 8 a.m. to 9 p.m. Monday through Saturday. However, **the store is shut** tomorrow in observance of a national holiday.
13. We sincerely apologize for any **inconvenience this has generated**. Thank you for your **steady business**.

14. We **regret to notify** you that your application has been denied. We thank you for your **interest on** ABC corporation, and we wish you the best of luck in your future endeavors.