

# TYPICAL EMAIL MISTAKES

<p style="text-align: center;"><b>Sentence with error</b></p> <p style="text-align: center;"><b>DON'T WRITE</b></p>	<p style="text-align: center;"><b>Proper formal sentences.</b></p>
<ul style="list-style-type: none"> <li>I am <u>writing regarding</u> to our appointment next week.</li> </ul>	<p>I am writing <u>with regards to</u> our appointment next week.</p>
<ul style="list-style-type: none"> <li>I look forward <u>to hear</u> from you.</li> </ul>	<p>I <u>Look forward to hearing</u> from you.</p>
<ul style="list-style-type: none"> <li>I am looking <u>forward to meet</u> you next week.</li> </ul>	<p>I am looking <u>forward to meeting</u> you next week.</p>
<ul style="list-style-type: none"> <li>I have <u>enclosed</u> the documents we have discussed on phone</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Enclosed is used for letters</b></li> <li>➤ <b>Attach is used for mails</b></li> </ul> <p>I have <u>attached the</u> documents we discussed on phone.</p>
<ul style="list-style-type: none"> <li>I am writing <u>regarding to our</u> appointment next week.</li> </ul>	<p>I am writing <u>regarding</u> our appointment next week</p> <p>OR</p> <p>I'm writing with <u>regard</u> to our appointment next week.</p>
<ul style="list-style-type: none"> <li>I look forward <u>to hear</u> from you.</li> </ul>	<p>I'm looking forward <u>to meet</u> you next week.</p> <p>OR</p> <p>I am looking forward to meeting you next week.</p>
<ul style="list-style-type: none"> <li>I have <u>enclosed</u> the documents we discussed on the phone.</li> </ul>	<p>I've <u>attached the documents</u> we discussed on phone.</p>
<ul style="list-style-type: none"> <li>I <u>will come back</u> to you next week with more information.</li> </ul>	<p>I'll <u>get back</u> to you next week with more information.</p>
<ul style="list-style-type: none"> <li>I <u>will</u> be grateful if you could send me more details.</li> </ul>	<p>I <u>would be</u> grateful if you could send me more details.</p>
<ul style="list-style-type: none"> <li><u>I don't know</u></li> </ul>	<p><u>Let me check and get back</u> to you</p>
<ul style="list-style-type: none"> <li><u>We can't do that</u></li> </ul>	<p><u>Here's what we can do</u> for you.</p>
<ul style="list-style-type: none"> <li>In <u>my letter to</u> Mr. Shah</li> </ul>	<p>In my <u>written communication</u> to Mr. Shah.</p>

<ul style="list-style-type: none"> <li>• She <b><u>spoke to me in detail.</u></b></li> </ul>	We had a <b><u>meeting</u></b>
<ul style="list-style-type: none"> <li>• I liked her <b><u>advice</u></b></li> </ul>	I liked her <b><u>analysis</u></b>
<ul style="list-style-type: none"> <li>• He <b><u>has told he</u></b> will come at 11 am.</li> </ul>	He is <b><u>scheduled</u></b> to come at 11 am.
<ul style="list-style-type: none"> <li>• Three people had <b><u>come to inquire</u></b> about our product</li> </ul>	There are <b><u>three potential customers.</u></b>
<ul style="list-style-type: none"> <li>• Can you <b><u>speak to</u></b> Mr. Suresh and get our PC repaired?</li> </ul>	Can you <b><u>coordinate</u></b> with Mr. Suresh & get our PC working?
<ul style="list-style-type: none"> <li>• Can you <b><u>tell me</u></b> your phone number &amp; email id?</li> </ul>	Can you <b><u>help me with your phone</u></b> number & email id?