

Email paired sentences error correction

Find the differences between each pair of sentences and decide which version is correct. In each case there are two mistakes, one in each version of the sentence.

1 a) The reason that I am writing this email is to inform you that our AGM is held on 23 December this year.

1 b) The reason that I write this email is to inform you that our AGM is being held on 23 December this year.

2 a) If there is any question, please let me know.

2 b) If there are any questions, please feel free to let me know.

3 a) Thanks for your invitation for the Christmas party. I am available at any time.

3 b) Thanks for your invitation to the Christmas party. I am available for any time.

4 a) Please see the below information. I look forward to hearing from you.

4 b) Please see the information below. I look forward to hear from you.

5 a) We are planning a fairly exciting party this year.

5 b) We are planing a very exciting party this year.