

## Academic emails More and more errors game

*Look at the emails below in the order given when your teacher tells you to. Each one has one more mistake than the previous one, including all the kinds of the errors of the previous emails plus one different one. Identify and correct the errors each time.*

### Email 1

Dear Alex

Thanks for your class on Tuesday. It should really help me with the paper I am working on.

Please find attached last week's homework. I could not find any line graph related to my topic, so I had to choose something rather random.

I would like to do this week's homework, too. Please let me know the topic.

Thanks in advance.

Best regards,

Hendrik

### Email 2

Dear Alex,

Thank you for your reply.

I am sorry that I am sending the essay so late.

I just came back from Thailand yesterday and I was not able to send it earlier.

I was not really sure if I understood your instruction for the assignment, but in the attached essay I explained about the fundamental terms which appear in my research area.

Will you check it?

See you in the next class.

Best regards,

Gregorio

**Email 3**

Dear Alex

I'm sorry for missing the last class.

Would you please let me know the homework for this week?

I'll try to email the previous homework beforehand.

Have a lovely day.

Warm regards

Frederique

**Email 4**

Dear Alex,

I'm afraid I will have to miss today's class due to another engagement.

Kindly let me know the homework for the next class.

Thank you in advance.

Regards

Ignacio

**Email 5**

Dear Professor Case

Sorry for not attending your last class.

I'd like you to tell me how to prepare to attend this week's class.

Best regards,

Elizabeth

**Email 6**

Dear Mr. Case

Sorry for my absence in the last class.

I will send you my homework which I intended to turn in two weeks ago.

I would appreciate it very much if you could correct it.

I also heard from a classmate that we are going to have a test in the next class.

Would you kindly let me know some details about the test?

Sincerely,

Catherine

## **Hints**

### **Email 1**

*One mistake – Command rather than request*

### **Email 2**

*Two mistakes – Command rather than request and starting new lines inside paragraphs*

### **Email 3**

*Three mistakes - Command rather than request, starting new lines inside paragraphs and not giving reasons*

### **Email 4**

*Four mistakes - Command rather than request, starting new lines inside paragraphs, not giving reasons and inconsistent commas*

### **Email 5**

*Five mistakes - Command rather than request, starting new lines inside paragraphs, not giving reasons, inconsistent commas, and no closing line*

### **Email 6**

*Six mistakes - Command rather than request, starting new lines inside paragraphs, not giving reasons, inconsistent commas, no closing line, and no paragraphing.*