

ENGLISH MANUAL



CHAPTER 18

LETTER WRITING LAPSES





LETTER WRITING LAPSES

It is really fun to receive letters, but to write a good, persuasive and correct letter is not so easy. We commit many mistakes in writing our letters. Inaccuracy and errors in correspondence reflect not only our carelessness but also lack of consideration towards the person addressed. Correctness is one of the hallmarks of an effective letter. A few mistakes in your correspondence may spoil your image you have built so assiduously, and so long. A mistake may cause mis-interpretation and mis-understanding.

1. *May 24th*, 1990. (Wrong)
24th May, 1990. (Right)
2. *24th May* 1990. (Wrong)
May 24, 1990 (Right)
3. We are sorry to say '*not*' to your invitation.(Wrong)
We are sorry to say '*no*' to your invitation.(Right)
4. *Your's* faithfully. (Wrong)
Yours faithfully. (Right)
5. Your *affectionately* friend. (Wrong)
Your *affectionate* friend. (Right)
6. Very *affectionate* yours (Wrong)
Very *affectionately* yours (Right)
7. Yours *loving*. (Wrong)
Yours *lovingly*. (Right)
8. Yours *truely*. (Wrong)
Yours *truly*. (Right)
9. *Your's* respectfully. (Wrong)
Yours respectfully. (Right)



Cannot or Can not?

Both are acceptable, but *cannot* is more frequent in current use.

10. Yours *cordialy*. (Wrong)
Yours *cordially*. (Right)
11. Your's *obedeintly* (Wrong)
Yours *obediently*. (Right)
12. *Sincerely* your. (Wrong)
Sincerely yours. (Right)
13. Yours very *fondlly*. (Wrong)
Yours very *fondly*. (Right)
14. My best wishes for your *yearly* and complete recovery. (Wrong)
My best wishes for your *early* and complete recovery. (Right)
15. *Greatfully* yours. (Wrong)
Gratefully yours. (Right)
16. *Thank* for your letter. (Wrong)
Thanks for your letter. (Right)
17. *Thanks* you. (Wrong)
Thanking you. (Right)
18. I swear to be *your's and your's* only. (Wrong)
I swear to be *your's and yours* only. (Right)
19. Let me offer you my *heart-felt* congratulations. (Wrong)
Let me offer you my *heartiest* congratulations. (Right)
20. Kindly accept my *heartiest* condolences. (Wrong)
Kindly accept my *heart-felt* condolences. (Right)
21. Please reply at *once*. (Wrong)
Please reply *soon*. (Right)
22. Please reply *as soon possible*. (Wrong)
Please reply *as soon as possible*. (Right)
23. May I ask you *favour?* (Wrong)
May I ask you *a favour?* (Right)

24. Reply without *failing*. (Wrong)
Reply without *fail*. (Right)
25. Your promotion means more *hardworking*. (Wrong)
Your promotion means more *hardwork*. (Right)
26. Your responsibilities will now be *for* more than before. (Wrong)
Your responsibilities will now be *far* more than before. (Right)
27. May God *give* you steady and continuous rise. (Wrong)
May God *grant* you steady and continuous rise. (Right)
28. Keep up the excellent *job* and win laurels. (Wrong)
Keep up the excellent *work* and win laurels. (Right)
29. The best of *fate* in your new position. (Wrong)
The best of *luck* in your new position. (Right)
30. It was wonderful to learn that you *have* attained the rank of a major. (Wrong)
It was wonderful to learn that you *had* attained the rank of a major. (Right)
31. This Promotion is a *step-stone* to further rise. (Wrong)
This Promotion is a *stepping-stone* to further rise. (Right)
32. How proud *you both* would be on this new arrival! (Wrong)
How proud *both of you* would be on this new arrival! (Right)
33. I shall be pleased to come and bless the baby at the quickest. (Wrong)
I shall be pleased to come and bless the baby at the earliest. (Right)
34. The news makes us happy *immeasurably*. (Wrong)
The news makes us happy *beyond measure*. (Right)
35. I would like to come to your house as soon as you *return back* from the nursing home. (Wrong)
I would like to come to your house as soon as you *return* from the nursing home. (Right)
36. It was a *mightily moment* when I got the happy news. (Wrong)
It was a *mighty moment* when I got the happy news. (Right)
37. My *most dearest* Sanju. (Wrong)
My *dearest* Sanju. (Right)

38. Dear *M/s.Pandit*. (Wrong)
Dear *Ms.Pandit*. (Right)
39. Many happy *return* of the day. (Wrong)
Many happy *returns* of the day. (Right)
40. Hope you are *hail and harty*. (Wrong)
Hope you are *hale and hearty*. (Right)
41. With best *complements*. (Wrong)
With best *compliments*. (Right)
42. *Give* my respects to your parents. (Wrong)
Convey my respects to your parents. (Right)
43. Kindly *send receipt* of the letter. (Wrong)
Kindly *acknowledge* the letter. (Right)
44. Please send Rs.100 *in* Money Order. (Wrong)
Please send Rs.100 *by* Money Order. (Right)
45. Please reply *earlier*. (Wrong)
Please reply *at the earliest*. (Right)
46. I am anxiously *awaiting* your reply. (Wrong)
I am anxiously *waiting* your reply. (Right)
47. Happy birthday *for your*. (Wrong)
Happy birthday *to you*. (Right)
48. No other *pair* can ever be better suited to each other. (Wrong)
No other *couple* can ever be better suited to each other. (Right)
49. May every moment of your conjugal life prove to be a moment of *martial* bliss.
(Wrong)
May every moment of your conjugal life prove to be a moment of *marital* bliss.
(Right)
50. Your bride has every quality you would *hope*. (Wrong)
Your bride has every quality you would *hope for*. (Right)
51. I don't know how to say my happiness on this *auspicious* (Wrong)
I don't know how to say my happiness on this *auspicious occasion*. (Right)

52. I have been loving you ever *when* I first saw you. (Wrong)
I have been loving you ever *since* I first saw you. (Right)
53. Your Diwali *greeting* made me over-joyed. (Wrong)
Your Diwali *greetings* made me over-joyed. (Right)
54. I am in receipt of your *greetings-card*. (Wrong)
I am in receipt of your *greeting-card*. (Right)
55. My wife joins me in *thank you*. (Wrong)
My wife joins me in *thanking you*. (Right)
56. I am sorry for not *having* an appointment with you last evening. (Wrong)
I am sorry for not *keeping* an appointment with you last evening. (Right)
57. I *regret too much* for not being in a position to keep an appointment. (Wrong)
I *very much regret* for not being in a position to keep an appointment. (Right)
58. I am sorry for *not answering* your letter earlier. (Wrong)
I am sorry for *not replying* your letter earlier. (Right)
59. We *own* you an apology for disturbing your peace. (Wrong)
We *owe* you an apology for disturbing your peace. (Right)
60. In accordance to your request.... (Wrong)
As requested by you... (Right)
61. With reference *your* letter.... (Wrong)
With reference *to your* letter... (Right)
62. We are interested in your *wedding* electrodes equipment advertised last week. (Wrong)
We are interested in your *welding* electrodes equipment advertised last week. (Right)
63. We thank you for your letter of *anquiry*. (Wrong)
We thank you for your letter of *enquiry*. (Right)
64. We hope to receive *your cheque* or the reply. (Wrong)
We hope to receive *either your cheque* or the reply. (Right)
65. We are *looking* forward to hearing from you. (Wrong)
We *look* forward to hearing from you. (Right)

66. We want to assure of better standards of service to our customers and *patterns*. (Wrong)
We want to assure of better standards of service to our customers and *patrons*. (Right)
67. We guarantee free and prompt after *sell* service. (Wrong)
We guarantee free and prompt after *sales* service. (Right)
68. Your last letter went the rounds *off* the whole family. (Wrong)
Your last letter went the rounds *of* the whole family. (Right)
69. Uncle and aunt dropped *the other* day on their way to the market. (Wrong)
Uncle and aunt dropped *in the other* day on their way to the market. (Right)
70. Nothing could have made me *happy* than getting your letter. (Wrong)
Nothing could have made me *happier* than getting your letter. (Right)
71. So much has happened *when* I last wrote you. (Wrong)
So much has happened *since* I last wrote you. (Right)
72. Thanks a *millions* for your warm letter. (Wrong)
Thanks a *million* for your warm letter. (Right).
73. I am *mostly* grateful for your prompt reply. (Wrong)
I am *most* grateful for your prompt reply. (Right)
74. Believe me, I am *truely* grateful for the wonderful birthday gift (Wrong)
Believe me, I am *truly* grateful for the wonderful birthday gift (Right)
75. We are *deep* touched by your warm sympathy. (Wrong)
We are *deeply* touched by your warm sympathy. (Right)
76. I am *debted* to you for lending me your camera. (Wrong)
I am *indebted* to you for lending me your camera. (Right)
77. Thank you from the *base* of my heart. (Wrong)
Thank you from the *bottom* of my heart. (Right)
78. Warm *congratulation* on your brilliant success. (Wrong)
Warm *congratulations* on your brilliant success. (Right)
79. I am *glader* than glad to know of your selection in the I.A.S. (Wrong)
I am *gladder* than glad to know of your selection in the I.A.S. (Right)

80. Wishing *best* of everything to you. (Wrong)
Wishing *the best* of everything to you. (Right)
81. She will prove a *charmed* wife. (Wrong)
She will prove a *charming* wife. (Right)
82. With our *the very best* wishes. (Wrong)
With our *very best* wishes. (Right)
83. Home is *haven* with you. (Wrong)
Home is *heaven* with you. (Right)
84. My first *thoughts* are of you in the morning. (Wrong)
My first *thought* is of you in the morning. (Right)
85. I love you, *will always*. (Wrong)
I love you, *and always will*. (Right)
86. All your old and new friends send *his* love. (Wrong)
All your old and new friends send *their* love. (Right)
87. I was *terrible* upset to learn of your accident. (Wrong)
I was *terribly* upset to learn of your accident. (Right)
88. *I and mother* appreciate your concern for us. (Wrong)
Mother and I appreciate your concern for us. (Right)
89. I cannot say *how too much* your letter and sympathy has meant to me at my mother's death. (Wrong)
I cannot say *how much* your letter and sympathy has meant to me at my mother's death. (Right)
90. Your condolences *had have been*.....(Wrong)
Your condolences *had had been*.....(Right)
91. I am really fortunate to have such a nice friend *as* you. (Wrong)
I am really fortunate to have such a nice friend *like* you. (Right)
92. I wonder how could you send a gift which I required *most*. (Wrong)
I wonder how could you send a gift which I required *the most*. (Right)
93. A *load* of thanks for remembering us on our marriage anniversary. (Wrong)
A *cart-load* of thanks for remembering us on our marriage anniversary. (Right)

94. I regret my *unability* to accept your invitation. (Wrong)
I regret my *inability* to accept your invitation. (Right)
95. I feel honoured *at* being invited. (Wrong)
I feel honoured *on* being invited. (Right)
96. My greatest pleasure would be to die in your arms, and I am *death sure* of it. (Wrong)
My greatest pleasure would be to die in your arms, and I am *dead sure* of it. (Right)
97. You *always will be* my best friend. (Wrong)
You *will always be* my best friend. (Right)
98. *Much* happy to hear from you. (Wrong)
Most happy to hear from you. (Right)
99. *Seeing* you soon. (Wrong)
See you soon. (Right)
100. I can't *wait see* you. (Wrong)
I can't *wait to see* you. (Right)



Majority is or are?

“Many words that mean a group of things—total, majority, and number, for example—can be singular or plural. Sometimes they mean the group acting as a whole, sometimes the members of the group.

As with the other two-faced words, ask yourself whether you are thinking of the whole or the parts. A little hint: The before the word (the total, the majority) is usually a tip-off that it's singular, while a (a total, a number), especially when of comes after, usually indicates a plural. Each of these examples illustrates both (the verbs are underlined, one singular and one plural).

The majority is in charge. Still, a majority of voters are unhappy.

The total was in the millions. A total of six were missing.

The number of shoes Anu owns is astounding.
A number of them are pretty ridiculous.”