

Find and Fix—Spotting Writing Errors¹

The Bureau of Labor Statistics lists writing as a necessary skill across occupations. In professional settings, ambiguity caused by unclear or ungrammatical writing can confuse readers, cause misunderstandings, and make the writer appear unprofessional.

In the sentences below, locate and correct the grammatical or usage error. Your instructor may request that you identify the error in addition to fixing it.²

1. The new-hire will be responsible for scheduling meetings, managing client accounts, and to prepare weekly reports.
2. We discussed the new policy with the manager that was confusing.
3. Please insure the file is saved before you exit.
4. Our goals this quarter are increasing sales, improving customer retention, and the budget needs to be reduced.
5. This will effect our timeline if the vendor delays again.
6. Various responses that create confusion.
7. The manger approved the budget yesterday.
8. Let's assign the younger staff to handle the tech side since they're naturally better at it.
9. The team approved the budget, after reviewing the revised forecast.
10. Can you ask Maria to take notes at the meeting? Also ask her to arrange for some drinks and snacks.
11. The company updated it's website because the design didn't match the business's new branding.
12. The list of required documents are attached to this email.

¹ Some of the sentences were created with help from ChatGPT.

² Review, edit, repeat: Why proper grammar matters. (2025, November 4). American Intercontinental University. <https://www.aiuniv.edu>