

Common Mistakes – Lift Drink Recall Memo – April 3, 2008

Incorrect	Correct
This memo should provide an overview of ...	This memo provides an overview of ...
... and distribution partners which will be involved.	... and distribution partners who will be involved.
... as fast as possible.	... as quickly as possible.
We don't want that someone get injured.	We don't want anyone to be injured.
I have also occasioned that all bottles ...	I have also made certain that all bottles are clean.
We need an adequate warehouse capacity ...	We need adequate warehouse capacity to store all our products.
... research We need to research the problem.	Research = university, etc. We need to study/evaluate/analyze the problem
The sending is paid by us.	We pay the postage. (Note active tense too.)
We need to tell the customers.	We need to inform the customers. (written)
... eight countries we provide in Europe.	... eight countries we supply in Europe.
... the States the United States ... / the USA
manufactory	manufacturing plant, factory ... different words!
Take the product out of the shelves.	Take the product off the shelves.
has to / have to	must, should (depending on situation)
... are able	... can
could should would	... like German Modelverben ... in other words complex and fine differences in meaning, so be careful.
... are able to attend	... can attend
... a lot of bottles	... many bottles
... to the store where they bought it at.	... to the store where they bought it.

Incorrect	Correct
... is directly linked with enormous cost.	... will be very costly. (less complex)
First of all we must get information on xxx.	First we must obtain information on xxx.
to too two	I am going to the store. I have too many classes. I have two exams.
further more costs.	additional costs.
... to avoid that customers suffer health damages.	... to avoid injuring any customers. (no 'that' and less complex)
I arranged that the bottles get offloaded.	I arranged for the bottles to be offloaded.
... that	Watch out for 'that' ... it's a common mistake!
The recall process has to be effected as following to be cost efficient:	The recall process must be implemented as follows to be cost effective :
... transport cost efficient by rail to our plant.	... transported cost efficiently by rail to our plant.
... send a new charge of bottles.	... send a new shipment of bottles.
... waste composal waste disposal ...
... won't influence the daily matters of our warehouse.	... won't impact our warehouse's daily activities/operations .
... we will have to upgrade our production.	... we will have to increase our production.
I would like to draw out the different possibilities we have.	I would like to make the following recommendations. I would like to describe our options.
... phased out of the market.	... removed from the market. (phased out means slowly over time!)
I think we will get away with a black eye if we reach as fast as possible.	Is this good?