

Common Mistakes – Chocolate Factory Memo

Incorrect	Correct
We will also have less problems finding ...	We will also have fewer problems ...
Concurrence	Competition
... if we should better buy the trucks or if it would be better to buy the trucks or if we should buy the trucks or ...
... so that we can provide our market in Vienna.	... so [that] we can provide our market in Vienna with ice cream so we can supply our market in Vienna. (no ice cream needed in 2 nd case).
... so our decision criteria's were	Criteria = plural already! ...Criterion = singular.
... employees can move very fast from Linz to Graz.	... employees can travel very quickly from Linz to Graz. ... products can be moved very quickly from Linz to Graz.
We should keep distance as low as possible.	We should keep distance as short as possible. We should keep costs as low as possible.
... keep transport cost at a minimum.	... keep transport costs to a minimum.
... and is in the near of Vienna.	... and is near Vienna.
... costs are not so high than in Sydney.	... costs are not so high as in Sydney.
... costs are pretty high.	... costs are fairly [very, not, ...] high. (costs are never pretty!)
The most of our suppliers are in Vienna.	Most of our suppliers are in Vienna.
rotten	spoiled ... rotten is extremely spoiled and often refers to meat ... (fine point)
[highly] perishable	good word to know in logistics business
We will deliver with own trucks.	We will deliver with our own trucks.
I recommend to concentrate our business ...	I recommend concentrating our business ...
... short delivery times of our ingredients short delivery times for our ingredients ...
... an optimal supply of our shops.	... an optimal supply chain for our shops.
I am still collection data about	I am still collecting data about ...

Incorrect	Correct
... delivery of our shops.	... delivery to our shops.
... risks of congestions are low.	... risks of congestion are low. (congestion is almost always singular)
With an adequate route planning we can ...	With adequate route planning we can ...
... who are hardly to find.	... who are hard to find.
... intermediate storages intermediate storage facilities [warehouses]
... source delivery out to contractors outsource delivery to contractors ...
... we do not have to care about costs we need not worry about costs ...
... also the risk of perishing is high.	... also the risk of spoilage is high.
... in the case of any appearing problems in transportation.	.. in case of any transportation problems. .. in case any transport problems appear.
... increasing market share all over Austria.	... increasing market share throughout Austria.
... and suggest you the most suitable and suggest to you the most suitable ... suggest the most suitable (impersonal = better)
... this won't be the best location this wouldn't be the best location ...
We could combine transports from ... and	We could combine shipments from ... and
... a huge amount of new customers.	... many new customers.
... I would like to quote the pros and cons of I would like to describe the pros and cons ...
Since Melbourne is close to other big cities like Canberra and Sydney ...	Since Melbourne is close to other big cities including Canberra and Sydney ... (like means "similar to" not such as/including)
... polish up our reputation.	... polish our reputation. ... improve our reputation. (more clear)
How we see on the attached figures ...	As shown in the attached figures ...
... save much money by save a significant amount of money by ...
... move to the new destination.	... move to the new location .
... so we can heighten labour costs so we can raise labour costs ...
... could badly influence on our product image.	.. could negatively influence our product image.

Incorrect	Correct
Deciding for the cheapest location ...	Choosing [selecting] the cheapest location ...
For a reduction of transport costs ...	To reduce transport costs ...
... will be too long in the warehouse will be in the warehouse too long ...
... and will perish.	... and will spoil . [become un-saleable]
... factory place costs factory property costs ...
I figured out some information about the location of our new factory ...	This memo outlines my recommendations for the location ... Never use "figured out"!
... labour costs are comparably with Melbourne	... costs are comparable with Melbourne.
Style	Better Style
On the one hand ... on the other hand ...	Not used as frequently in English as German Try to keep sentences short!
Communication with the rest of Australia is good.	Access to the rest of Australia is good. "Communication" is not used often.
As I already mentioned above	As I mentioned above ... As outlined above ... (Impersonal = better) As described above ... " "
Cheap	= billig (bad) Inexpensive (gunstig)
Conviviality	(pleasant, sociable, friendly) "Conviviality" is not used often.
As our products are	Since our products are
The great airline connections in Austria ...	The excellent airline connections in Austria ... (‘great’ is too informal for written text)
have to need to	should, must – depends on exactly what you mean ... try not to use word ‘to’ with verb
manifold	Used rarely: better – multiple, significant
... we need to have transport from we need transport from ...
... wishes can be fulfilled as fast as possible.	... wishes can be fulfilled as quickly as possible. ... the truck is very fast.
... cover the extra costs of the carrier.	... cover the extra costs incurred by the carrier.

