

Common Mistakes – Introduction Letters

Incorrect	Correct
Following I started to work at ...	(following what?) Following graduation from the commercial academy I ...
impress me on a very high level	are very interesting to me
perfect man	perfect person
I was in the army.	I served in the army.
had to attend my military service	completed my military service
had to go to the army	
am going to	will
I am studying logistic at the FH.	I am studying logistics at the FH.
logistic sector	logistics sector
	logistic company/logistics company
I like the logistic because ...	I like the logistics sector because ...
transports sector	transport sector
	public transport
	goods transport
tourisms	tourism
	tourism business/tourism company
interested into	interested in
higher educational school degree	high school degree
got	NEVER USE GOT!
I got my first working experience ...	I started my first job ...
I changed department	I changed departments
due to my study (verb)	due to my studies (noun)
I moved to Vienna for studying	I moved to Vienna to study
I left studying	I left the university - or - I stopped my studies at the university

Incorrect	Correct
Currently I studying logistics	Currently I am studying logistics ...
My interest to study logistics ...	My interest in studying logistics ...
... you should one should ... (general person)
... have to must ... (try to eliminate 'to')
apostrophes – 2 month's .. Andys .. it's	2 months ... Andy's ... its
The job had no future perspective so I ...	The job had no future so I ...
in the east of Austria	in Eastern Austria
to provide a good at the right place	... goods ...
I'm interesting in ...	I am interested in ...
In the last holidays ...	During the last holidays ...
Now I am ... (OK for talking)	I am currently ... (writing)
So you see I have ... (talking)	So I have ... (writing)
... is really interesting	... is very interesting (written)
That's why ...	Therefore ... (written)
Besides, I also have ...	Furthermore, I also have ... (written)
... until 1.5 years ago before I moved ...	until 1.5 years ago when I moved to ...
I am studying transport at the 4 th semester.	I am studying transport and am in my 4 th semester.
make new experiences	have new experiences
I hope I have convince you that ...	I hope I have convinced you that ...