GrammarError.com

Is This Too Casual for Work?

Medium | B1 | Intermediate | Future tense | Gerund | Imperative mood | Interjection | Modal verb | Object | Participle | Phrasal verb | Phrase | Preposition | Present tense | Punctuation | Questions | Sentence | Verb | Verb mood | Verb tense | Collocations

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1. Help the new intern upgrade his vocabulary! He tends to use overly casual phrases at work. Drag the appropriate professional verbs to complete his email to the CEO.

Instead of saying "I will look into it," use:
"I will _____ the matter."

Instead of saying "Let's talk about it," use:
"We should _____ the issue tomorrow."

Instead of saying "My team will fix it," use:
"My team will _____ the problem immediately."

Choose the correct option for each gap.

Blank 1

- **A)** investigate
- **B)** search
- **C)** hunt

Blank 2

- **A)** discuss
- **B)** speak
- **C)** chat

Blank 3

- **A)** resolve
- **B)** cure
- **C)** heal

2. Leo needs his supervisor to look at his presentation slides. Help him choose the most polite and professional request.

Select one.

- **A)** Check this out when you have a minute.
- **B)** Look at my slides ASAP, please.
- **C)** Give this a quick look-see, will ya?
- **D)** Could you please review this presentation when you have a moment?

3. Oh no, Marcus just hit "Send" but forgot to attach the quarterly presentation to his email! He needs to send a quick follow-up message to his client to fix the mistake.

Choose ALL the phrases that correctly and professionally apologize for the missing attachment.

Select all that apply.

- **A)** Oops, my bad! Here it is.
- **B)** Please accept my apologies; I forgot to include the attachment.
- **C)** I apologize for the oversight. The file is attached below.
- **D)** Sorry 'bout that, forgot the file.
- **E)** I messed up, look at the attachment.

4. Sarah is sending a weekly update to her department head a day late. Choose the best way for her to apologize professionally.

Select one.

- **A)** My bad! Here is the report.
- **B)** Please accept my apologies for the delay in sending this report.
- **C)** Oops, totally forgot! Attached is the report.
- **D)** Sorry I ghosted you, here is the file!

5. Help Sarah rewrite her sloppy text message into a polite, professional update for the company's official group chat.

Select the correct verb for each gap.

Good morning, team. I am writing to _____ you that I will be late today. I accidentally _____ my train, but I expect to _____ at the office by 10:00 AM.

Choose the correct option for each gap.

Blank 1

- **A)** inform
- **B)** say
- **C)** speak

Blank 2

- **A)** missed
- **B)** lost
- **C)** left

Blank 3

- **A)** arrive
- **B)** reach
- **C)** get

6. Sarah needs to ask her manager for an important project update over the company's chat application. She wants to strike the right balance between being polite and getting the information she needs.

Select ALL the sentences that are appropriate for a professional workplace message.

Select all that apply.

- **A)** Send me the file right now.
- **B)** Could you please send over the latest report when you have a moment?
- **C)** I need that report ASAP, thx.
- **D)** I was wondering if you could share the project update with me.
- **E)** Gimme the update before lunch.

7. Help the nervous new intern choose the right words for an email to the department head. We want to sound professional, not like we're texting a best friend!

Select the best word or phrase for each gap.

_____ Mr. Davis,

I am writing to _____ the new marketing plan. Would it be possible to _____ a meeting this week?

_____,
Alex

Choose the correct option for each gap.

Blank 1

- **A)** Hey
- **B)** Dear
- **C)** Hiya

Blank 2

- **A)** discuss
- **B)** talk
- **C)** chat

Blank 3

- **A)** arrange
- **B)** do
- **C)** make

Blank 4

- **A)** Best regards
- **B)** Yours faithfully
- **C)** Cheers

8. Help Alex, the new intern, pick the most appropriate opening sentence for an email to a senior manager he has never met.

Select one.

- **A)** Hey boss, what's good?
- **B)** Just hitting you up about that project thing.
- **C)** I am writing to ask about the upcoming project.
- **D)** Got a sec to chat about the project?

9. Sarah is writing a time-off request to her manager, but her first draft is way too casual! Drag the correct formal words to make her email polite and professional.

Dear Mr. Smith,

I am writing to _____ three days of annual leave next month.

I have _____ the completed holiday form to this email for your review.

Thank you for your _____ regarding this matter.

Choose the correct option for each gap.

Blank 1

- **A)** request
- **B)** ask
- **C)** beg

Blank 2

- **A)** attached
- **B)** stuck
- **C)** dropped

Blank 3

- **A)** understanding
- **B)** knowing
- **C)** getting

10. Help the new intern, Alex, avoid an embarrassing first day! He is drafting an email to the company's CEO and needs to start it respectfully.

Select ALL the greetings that are professional enough for a formal workplace email.

Select all that apply.

- **A)** Dear Mr. Davis,
- **B)** Hey boss!
- **C)** Good morning, Mr. Davis,
- **D)** What's up, Dave?
- **E)** Yo Mr. D,