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Common Preposition Mistakes in Work Messages

Medium | B1 | Intermediate | B2 | Upper Intermediate | Adjective | Imperative mood | Infinitive | Noun | Object | Phrase | Preposition | Verb | Collocations

1. Select the grammatically correct phrase to complete this formal email.

_____ the delayed shipment, please _____ the vendor immediately to resolve the issue.

Select one.

- **A)** In regards to / reply to
- **B)** Regarding / reply to
- **C)** Regarding / reply
- **D)** In regards to / reply

2. Our new intern is sending out some important emails, but a few have sneaky preposition mistakes. Select ALL the sentences that are grammatically correct!

Select all that apply.

- **A)** "In regards to your latest invoice, we have processed the payment."
- **B)** "I would love to get your feedback on the presentation."
- **C)** "Please contact with our support team if you have any questions."
- **D)** "I will reply to the client as soon as possible."
- **E)** "With regard to the budget, we are still waiting for approval."

3. Help the event coordinator send out a clear and professional team update by choosing the correct words to complete her message.

Hi everyone! Please read this quick update _____ the catering for our company retreat.

We need to discuss _____ tomorrow morning to finalize our food orders. As a reminder, Sarah is responsible _____ booking the venue and organizing the transportation.

Finally, please share your feedback _____ the proposed schedule by Friday afternoon so we can wrap things up!

Choose the correct option for each gap.

Blank 1

- **A)** regarding
- **B)** in regards to
- **C)** with regards of

Blank 2

- **A)** the menu
- **B)** about the menu
- **C)** on the menu

Blank 3

- **A)** for
- **B)** of
- **C)** to

Blank 4

- **A)** on
- **B)** of
- **C)** in

4. The office manager is finalizing the itinerary for the annual company retreat. Select ALL the notes that use prepositions perfectly!

Select all that apply.

- **A)** "The main reason for the venue change is the weather."
- **B)** "Everyone must attend to the mandatory safety briefing at 9 AM."
- **C)** "Did anyone mention about the dietary restrictions to the caterer?"
- **D)** "We hope this retreat will have a positive impact on team morale."
- **E)** "Make sure you are familiar with the schedule before we leave."

5. Help the office event planner send a grammatically perfect team chat message by choosing the correct option.

Hey team! Let's meet at 3 PM to _____.

Select one.

- **A)** discuss about the menu and contact with the bakery
- **B)** discuss the menu and contact the bakery
- **C)** discuss on the menu and contact to the bakery
- **D)** discuss the menu and contact to the bakery

6. Help the IT specialist choose the correct phrasing for this team chat about a recent software glitch.

Hi everyone,

We need to _____ the recent software update. Several users reported that they lost _____ their cloud storage this morning. Before we _____ the vendor to escalate the issue, please verify if the new security patch is actually _____ our current servers.

Thanks!

Choose the correct option for each gap.

Blank 1

- **A)** discuss about
- **B)** discuss
- **C)** discuss on

Blank 2

- **A)** access for
- **B)** access to
- **C)** access of

Blank 3

- **A)** contact with
- **B)** contact
- **C)** contact to

Blank 4

- **A)** compatible to
- **B)** compatible with
- **C)** compatible for

7. Help the senior developer review a new team member's Slack messages. Select ALL the messages that use prepositions correctly!

Select all that apply.

- **A)** "Can we discuss about the new server migration tomorrow?"
- **B)** "I finally got access to the production database."
- **C)** "The payment gateway is connected the main network."
- **D)** "Please request a new password if you are locked out."
- **E)** "I'm responsible for updating the API documentation."

8. Choose the correct prepositions to complete this IT support ticket.

We need your feedback ___ the new app update, as it will have a major impact ___ loading speeds.

Select one.

- **A)** about / to
- **B)** for / in
- **C)** on / on
- **D)** on / for

9. Help the IT manager quickly draft an urgent message to the support team by dragging the correct options into the blanks.

Hi team, the recent software update is having a major impact _____ our workflow today.

It seems the new system isn't completely compatible _____ the old database. Please reply _____ the affected clients immediately to let them know we are working on a fix.

If anyone needs an urgent workaround, tell them they can contact _____ directly.

Choose the correct option for each gap.

Blank 1

- **A)** on
- **B)** in
- **C)** over

Blank 2

- **A)** with
- **B)** to
- **C)** for

Blank 3

- **A)** to
- **B)** at
- **C)** towards

Blank 4

- **A)** our hotline
- **B)** to our hotline
- **C)** with our hotline

10. Help the office manager fix the grammar in this email about the upcoming company retreat by selecting the best options.

Hi team,

_____ the annual company retreat, please let me know if you plan to _____ the leadership workshop on Friday.

The main _____ the sudden venue change is the unpredictable weather forecast. If you have any dietary restrictions, please reach out to David, who is _____ organizing the catering.

Best,
Sarah

Choose the correct option for each gap.

Blank 1

- **A)** Regarding
- **B)** In regards to
- **C)** With regards of

Blank 2

- **A)** attend to
- **B)** attend
- **C)** attend at

Blank 3

- **A)** reason of
- **B)** reason for
- **C)** reason to

Blank 4

A) responsible of
B) responsible for
C) responsible to