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Fixing Dropped Words in Work Chat Messages

Medium | B1 | Intermediate | Auxiliary verb | Conditional sentence | Infinitive | Modal verb | Object | Participle | Present tense | Pronoun | Questions | Sentence | Subject | Verb | Passive voice | Perfect tense | Simple tense | Word order

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1. Help Alex fix his hurried chat message before he hits "send" to the project channel. Which sentence is grammatically complete?

Select one.

A) The presentation slides have been updated with the new sales figures!
B) The presentation slides been updated with the new sales figures!
C) The presentation slides has been updated with the new sales figures!
D) The presentation slides being updated with the new sales figures!

2. The project manager is typing way too fast on a Friday afternoon and dropping essential verbs in the team chat! Select ALL the chat messages that are grammatically complete and ready to send.

Select all that apply.

A) What is the best option for our next campaign?
B) What the best option for our next campaign?
C) The quarterly report has been updated.
D) The quarterly report been updated.

3. Help the HR coordinator correct these hasty chat messages about an upcoming team event so they are professional and complete. Select the best phrase for each gap.

What _____ option for our vegetarian colleagues?

I'd appreciate _____ everyone could RSVP by Friday afternoon.

Just a reminder, there is a mandatory training session _____ for next week.

Choose the correct option for each gap.

Blank 1

A) is the best
B) the best
C) are the best

Blank 2

A) it if
B) if
C) that if

Blank 3

A) scheduled
B) is scheduled
C) be scheduled

4. An intern is trying to ask a question in the company's IT support chat. Select the grammatically complete message for him to use.

Select one.

A) Hi team, how do I get access to the shared marketing folder?
B) Hi team, how I get access to the shared marketing folder?
C) Hi team, how does I get access to the shared marketing folder?
D) Hi team, how I getting access to the shared marketing folder?

5. Your colleague is typing on their phone while commuting and keeps dropping (or adding!) verbs in the team chat. Drag the grammatically correct options to fix their messages so they make sense.

Hey team, _____ best option for the software upgrade?

Please note that there is a server maintenance window _____ for tonight at midnight.

Don't worry about the client presentation, I will _____ before I log off today.

Choose the correct option for each gap.

Blank 1

- **A)** what's the
- **B)** what the
- **C)** what does the

Blank 2

- **A)** scheduled
- **B)** is scheduled
- **C)** has scheduled

Blank 3

- **A)** finish it
- **B)** it
- **C)** to finish it

6. Review the office manager's Slack messages about an upcoming team event. Sometimes people drop necessary pronouns or accidentally double up on verbs! Select ALL the options that use perfect grammar.

Select all that apply.

- **A)** I'd appreciate it if you could review this document.
- **B)** I'd appreciate if you could review this document.
- **C)** There is a meeting scheduled for tomorrow morning.
- **D)** There is a meeting is scheduled for tomorrow morning.

7. Sarah is typing a polite request to her manager on the company messaging app. Choose the grammatically complete version of her sentence.

Select one.

- **A)** I would appreciate it if you could approve my vacation request.
- **B)** I would appreciate if you could approve my vacation request.
- **C)** I would appreciate to if you could approve my vacation request.
- **D)** I would appreciate that if you could approve my vacation request.

8. Help the highly caffeinated office worker fix their rushed chat messages! They are typing so fast that they keep dropping important grammatical words. Drag the correct, fully complete phrases into the blanks.

Hi everyone, _____ request time off in the new HR system?

Also, just a quick update: the quarterly report _____ uploaded to the shared drive.

Finally, I would appreciate _____ someone could double-check my math on page four before the meeting.

Choose the correct option for each gap.

Blank 1

- **A)** how do I
- **B)** how I
- **C)** how to I

Blank 2

- **A)** has been
- **B)** been
- **C)** have been

Blank 3

- **A)** it if
- **B)** if
- **C)** it when

9. Help our new intern, Alex, send grammatically complete messages to the IT department! In fast-paced chats, people sometimes drop important little words like "do" or "to." Select ALL the sentences that are perfectly written and missing no words.

Select all that apply.

- **A)** How do I get access to the new marketing folder?
- **B)** How I get access to the new marketing folder?
- **C)** I'm happy to help you set up the software!
- **D)** I'm happy help you set up the software!

10. Help the project manager fix her quick chat replies so they are grammatically complete before she copies them into an official email. Select the correct option for each blank.

The project timeline _____ updated with the new deadlines.

How _____ access to the new reporting dashboard?

I would be happy _____ you set up your account.

Choose the correct option for each gap.

Blank 1

- **A)** has been
- **B)** been
- **C)** have been

Blank 2

- **A)** do I get
- **B)** I get
- **C)** am I get

Blank 3

- **A)** to help
- **B)** help
- **C)** helping