GrammarError.com

Commonly Misspelled Workplace Words

Medium | B1 | Intermediate | Imperative mood | Infinitive | Noun | Past tense | Present tense | Verb | Simple tense | Collocations

1. (Email, US English) Choose the spelling that completes the office manager's reply confirming that the invoice arrived.

We ___ the invoice for the replacement chairs yesterday.

Select one.

A) received
B) recieved

2. (Team chat, UK English) Help the design team keep using its software. Choose the usual British spelling.

Please renew our design software _____ before it expires on Monday.

Choose the correct option for each gap.

A) license
B) licence

3. (Ticket) Help the help desk close this ticket. Choose the word which should replace the one printed in bold.

We **transfered** the printer request to Facilities this morning.

Select one.

A) transfered
B) transferred

4. (Ticket) The help desk is writing a handoff note. Choose the right spelling for the marked word.

This is what we wrote yesterday: "We **transfered** the access request to payroll." Replace the marked word with _____.

Choose the correct option for each gap.

A) transferred
B) transfered

5. (Team chat) Help Mia check the spelling in her message for the trade fair. Select all the notes that show the correct spelling or explain which letter comes first.

Let's ___ this chance to show buyers our new demo.

Select all that apply.

A) Write "sieze."
B) Write "seize."
C) Put "i" before "e" because the letter before them is "s," not "c."
D) Use the opening chunk "sei," with "e" before "i."

6. (Team chat, UK English) Choose the preferred UK spelling to finish the reminder and help the design team keep its app running.

Please renew the software ___ for our design app by Friday.

Select one.

A) license
B) licence