



ERROR QUESTS

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Go on an Error Quest!

Test your proofreading ability in these 50 Error Quests. Each Error Quest contains just one error. Can you find the single error in grammar, usage, word choice, punctuation, or sentence structure? Look carefully before clicking the solution for each Error Quest.

Since March 2007 I have included the Error Quest feature in our monthly e-newsletter, *Better Writing at Work*. Of the 50 Error Quests in this booklet, 44 appeared in *Better Writing at Work*; the others are new challenges. Each Error Quest is based on a problem I have noticed in clients' writing.

Every month subscribers write to tell me they have found the error—and sometimes to ask about additional errors they think they have found. But there is only one error in each Error Quest, according to the latest rules of business writing.

For information about ordering Error Quest booklets, [click here](#).

Enjoy the challenge!

Lynn Gaertner-Johnston

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Error Quest 1

Ms. Dominguez provided us with strategic information that has helped us grow our business quickly and painlessly. Her insight and expertise continues to be of immense value to us. We recommend her and her partner, Jaime Trujillo, to any business or organization that wants to grow and thrive.

Click for solution

Error Quest 2

We are planning the meeting agenda, and we would appreciate your input. As you know, the principle reason for our meeting is to agree on the final details of the marketing plan. Ron Badgeley will review the latest changes, Naomi Pearce will present the timeline, and both of them will answer questions.

[Click for solution](#)

Error Quest 3

In general, your report is excellent. It is concise, clear, and very readable. The executive summary captures the main message well, and the tables communicate a lot of data quickly.

I have just one suggestion: Flush out the section on communication among senior executives, perhaps with survey data and recommendations. As it stands, the section suggests a problem but does not explain it or offer solutions.

[Click for solution](#)

Error Quest 4

We are looking forward to an exciting annual meeting on February 11 and 12. If you need any help with your travel arrangements, contact Chris Phillips in Corporate Travel. If you have any questions about your role at the meeting, please email or phone Tavia Johnson or myself.

Click for solution

Error Quest 5

One way to get good discussion among teams is to assign minicases to them to present. For example, if you had five teams, each team could be responsible for presenting two of the minicases. (They would complete all ten cases, but present only two).

[Click for solution](#)

About the Author

Since 1990, Lynn Gaertner-Johnston has helped thousands of employees and managers write better. Her clients include REI, AARP, PACCAR, Mastercard, Ledcor, Russell Investments, Organic Valley Family of Farms, Port of Seattle, Premera Blue Cross, and many other organizations. She has taught in the MBA programs at the University of Washington and UW Bothell.

Through her company, Syntax Training, Lynn delivers in-house, public, and train-the-trainer business writing courses, with tools, tips, strategies, and job aids to help people write better—guaranteed.

Lynn writes a monthly e-newsletter, *Better Writing at Work*, for 12,000+ subscribers. Her blog, Business Writing, gets thousands of daily visitors from around the globe.

For information about Syntax Training classes, products, and services, call 206-782-8410 in Seattle, Washington, or visit the web site: www.syntaxtraining.com.

For the latest tips and strategies to improve your business writing, visit Lynn's blog at www.businesswritingblog.com. Write to Lynn at lynng@syntaxtraining.com.

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