

# Unit 2 Live Worksheet 1 – Expressions used in replies



Drag and drop the words into the correct boxes

(1) TO ACKNOWLEDGE RECEIPT  
OF WRITTEN COMMUNICATION:

receive

reference

response

Thank

- a. \_\_\_\_\_ you very much for your email about...
- b. I was pleased to \_\_\_\_\_ your email concerning...
- c. With \_\_\_\_\_ to your letter dated ...
- d. In \_\_\_\_\_ to your letter dated ...



(2) TO TELL THE RECIPIENT(S) THAT (A) DOCUMENT(S) IS/ARE ATTACHED/ENCLOSED:

attached

enclose

find

pleasure

- a. I am pleased to \_\_\_\_\_ the price list for your reference.
- b. I have \_\_\_\_\_ the price list for your information.
- c. I have \_\_\_\_\_ in attaching the price list for your reference.
- d. Enclosed pleased \_\_\_\_\_ the price list for your information.

(3) TO END THE REPLY:

attention

help

a. We look \_\_\_\_\_ to your reply.

forward

questions

b. Thank you very much for your \_\_\_\_\_.

c. Please feel free to contact me if you have any further \_\_\_\_\_.

d. Please let me know if I can provide any further \_\_\_\_\_.

