



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 please _____ the price list for your information.

(3) TO END THE REPLY:

attention

help

forward

questions

- a. We look _____ to your reply.
- 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 _____.

