

# Formal Writing (CAE)

In academic situations, people often use the more formal version of a word (e.g. *collaborate* instead of *work with*).

What is the more formal equivalent of 1–10?

funds   delayed   repeat   in addition  
therefore   exceed (the word limit)  
out of order   eliminate  
install (a computer program)  
my predecessor

- 1 rule out
- 2 to be over
- 3 money
- 4 the person who had the job before me
- 5 so
- 6 load
- 7 late
- 8 do again
- 9 doesn't work
- 10 and

Dear Sir or Madam,

I am writing (1) *about / in response to* your advertisement for a sales assistant, which (2) *appeared / I saw* on Jobline yesterday.

I am (3) *attaching / giving* you a copy of my curriculum vitae, which (4) *provides / gives* details of my qualifications and experience. As you will see, I worked in a (5) *business like yours / similar business* last summer, which I (6) *liked a lot / enjoyed enormously*.

I (7) *am available / can come* for an interview at any time (8) *convenient to / good for* you.

Yours faithfully,

J. Perkins

B Fill the gaps in these two letters with words from the list.

claims   sorry   must   convenience   ordered   response   hearing  
recover   returning   refund   ensuring   failure   replace   receiving

Dear Sir or Madam,

On August 2nd I bought a tin of Miracle Oven Cleaner in (1) \_\_\_\_\_ to your television advertisement, which (2) \_\_\_\_\_ that this product will clean 'all the stains that ordinary oven cleaners leave behind' and leave 'even the dirtiest oven as clean as new'.

In the light of the (3) \_\_\_\_\_ of the Miracle Oven Cleaner to clean my oven in anything resembling the manner you describe, I am (4) \_\_\_\_\_ it to you, and ask you to (5) \_\_\_\_\_ the full cost price of £2.12 plus the postage of 64p.

I look forward to (6) \_\_\_\_\_ a cheque for £2.76 from you at your earliest (7) \_\_\_\_\_.

Yours faithfully,

Dear Sir,

I received today the 'Hendrix Junior' guitar that I (8) \_\_\_\_\_ from you on February 28th.

I am (9) \_\_\_\_\_ to have to tell you that when I opened the parcel I found the guitar broken. The neck was detached from the body, and the body itself was shattered.

I (10) \_\_\_\_\_ ask you, therefore, either to (11) \_\_\_\_\_ the damaged guitar – (12) \_\_\_\_\_, on this occasion, its safe delivery – or to refund the price I paid for it, £59.99. Should you wish to (13) \_\_\_\_\_ the broken guitar, I will hold it at your disposal until the end of next month.

I look forward to (14) \_\_\_\_\_ from you.

Yours faithfully,