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,

LIVEWORKSHEETS