

Do the activities below. LEARN these expressions BY HEART!

## Giving news

Decide whether the following would be used in a formal or informal email.

- |                                                                        |                   |
|------------------------------------------------------------------------|-------------------|
| 1 Further to our phone call, I now have the information you requested. | formal / informal |
| 2 Thanks for your email – it was great to hear from you again.         | formal / informal |
| 3 I'm sorry I haven't written for ages, but I've been really busy.     | formal / informal |
| 4 With reference to your last email, I am writing to let you know ...  | formal / informal |

Rewrite the sentences below with the correct word order, beginning as shown.

- 1 I'm writing our appointment 6 June on Tuesday to confirm.  
I'm .....
- 2 Unfortunately, I will make the meeting not be able to on 6 June Tuesday.  
Unfortunately, .....
- 3 You has been accepted your application will be pleased to hear that.  
You .....
- 4 We inform you regret to that your application has been not successful.  
We .....
- 5 Bad afraid news I'm about next weekend our trip.  
Bad .....
- 6 You'll guess never happened what's!  
You'll .....
- 7 Here's the project on an update.  
Here's .....

Look back at the sentences in section B. Find:

- a) two written by a friend to another friend. .... / ....
- b) two written by a business person to a colleague, about a meeting. .... / ....
- c) two written by a Human Resources manager to a candidate for a job. .... / ....
- d) one written by a business person to a colleague, introducing general information. ....

Complete the emails by writing **one** word in each gap. Several answers may be possible.

- |                        |                                                         |                                                                      |
|------------------------|---------------------------------------------------------|----------------------------------------------------------------------|
| (1) <i>Further</i> ... | to our phone call earlier today, I'm writing to (2) ... | that I will be able to                                               |
| (3) ...                | the meeting next Monday as discussed. Looking (4) ...   | to seeing you then.                                                  |
| (5) ...                | to your last email, I am writing to (6) ...             | you know what's happening                                            |
| (7) ...                | with the project. (7) ...                               | things are running a bit late. You can get the whole picture from my |
| (8) ...                | report, which I've (8) ...                              | as a Word doc.                                                       |

Match the verb forms in *italics* (a–f) with their uses (1–6) below.

- a) Hi Anna. I'm in Switzerland! I'm *working* as an au-pair over the summer.
- b) I've got a new job! The hours *aren't* too bad – I *start* at 9 and *finish* around 5.
- c) I've got a new job! I've *been* so busy that I *haven't had* a chance to write.
- d) You won't believe it! I *was shopping* in the city centre the other day and I saw Helga!
- e) You won't believe it! I was shopping in the city centre the other day and I *saw* Helga!
- f) Do you fancy going out on Friday? I've *been writing* a report all week and I need a break.

- 1 a habit or routine .....
- 2 a temporary action in progress at the moment .....
- 3 an action in progress in the past (gives the background) .....
- 4 a completed action (we know when it happened) .....
- 5 giving recent news (the writer's attention is on the present result of the events) .....
- 6 an action in progress from the past up to the present .....