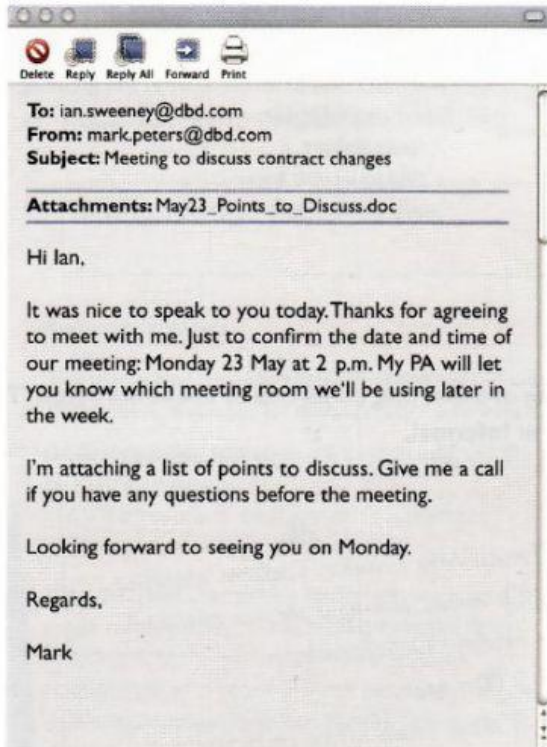


## Which email is formal and informal?



**We can often say the same thing in either a formal or less formal way. Complete the table with sentences from the emails on the previous page.**

Formal	Informal
1 <u>It was a pleasure to speak to you today.</u>	It was nice to speak to you today.
I'd like to take this opportunity to thank you for agreeing to meet with me ...	2 _____
3 _____	Just to confirm the date and time of our meeting:
4 _____	Give me a call if you have any questions before the meeting.
I very much look forward to meeting you ...	5 _____
Yours sincerely	6 _____