

1 Match the informal phrases to their equivalents:

Informal

I can't wait to meet you.
It's too bad, I can't come.
I'm really sorry.
I just wanted to drop you a line about ...
Thanks for everything.
If you need anything else, ...
I think you should ...
Best wishes,
Feel free to call me.
... to ask you for a job
I'll meet you for an interview...
I'm really good at ...
I'm sure I'll be good at this job.

Formal

I feel that I would be suited for this position.
I look forward to meeting you.
I am writing in regards to ...
Please accept my sincere apologies.
If there is anything else you would like to know, ...
I would recommend that you ...
Unfortunately, I will be unable to attend.
Do not hesitate to contact me.
Your help was highly appreciated.
I am available for an interview...
...to apply for a position
Yours sincerely,
I have a good command of...

2 Read the model and choose the correct phrases.

Dear 1) **Mr Martin** **Manager**,

2) **Like you asked me** **As per your request**, I am writing 3) **with regards to** **about** Mrs Walters' eligibility for promotion.

Mrs Walters has been employed as an assistant in the Human Resources Department of the company for two years. 4) **While she's been here** **During that time** she has demonstrated 5) **lots of good things** **a variety of skills** which have made her a 6) **cool** **key** member of the team. Additionally, her 7) **enthusiasm for the work is evident** **love of the job is clear** and she has put his skills to work on many occasions to see a project to its successful conclusion. 8) **Plus** **Moreover**, Mrs Walters has shown himself to be a positive team player and always 9) **collaborates effectively** **gets on well** with her colleagues.

10) **But** **However**, Mrs Walters can be somewhat impatient and she has been known to overreact under stress 11) **on occasion** **sometimes**. She also has a tendency to become fixated on details, which can slow down the project delivery at times. 12) **Despite these issues** **Even though she has problems**, Mrs Walters is always positive and with good intentions.

13) **All points considered** **All in all**, I believe Mrs Walters to be 14) **an ideal candidate** **a good person** for promotion. Her knowledge of the management, experience with the company and obvious skills outweigh any weaknesses she may have and I would definitely 15) **recommend** **go for** him.

16) **All the best** **Yours sincerely**,

Frank Adams