

**Instructions.** Both columns list expressions that could be used in emails. Match each informal expression in Column A with its equivalent formal expression in Column B. After completing the exercise, discuss your answers and share the reasons for each match.

### Column A

- Hi, Mary Miller! (\_\_\_)
- Sorry I haven't written for ages. (\_\_\_)
- Just writing about... (\_\_\_)
- Good news! (\_\_\_)
- Bad news. (\_\_\_)
- I've attached my report. (\_\_\_)
- Here's the document you asked for. (\_\_\_)
- Can you tell me a little bit more about...? (\_\_\_)
- How's everything going? (\_\_\_)
- Please send me the report. (\_\_\_)
- Any news? (\_\_\_)
- That's all for now. (\_\_\_)
- Best wishes. (\_\_\_)

### Column B

1. I am sending you the requested documentation.
2. That concludes my update for now.
3. I hope this email finds you well.
4. Kind regards
5. Dear Ms. Miller.
6. Please find my report attached
7. I am writing with regard to...
8. Do you have any updates to share?
9. I apologize for not getting in contact with you before now
10. I am delighted to inform you that...
11. I am interested in receiving the report.
12. I regret to inform you that I have some bad news.
13. Could you give me some information about...?