PF-0317
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Lesson Plan & Materials
Pre-task

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…?

LIVEWORKSHEETS