Match the Vocabulary used in formal emails (1-10) with the less formal vocabulary below...

@to answer @to ask @to get in touch @help @to need

@OK @to put off @to be sorry @to set up @to tell

1. Convenient =
2. Assistance =
3. To inform =
4. To reply =
5. To regret =
6. To contact =
7. To postpone =
8. To arrange =
9. To enquire =
10. To require =

Now complete the emails below with words from above. Be careful of the register!

Dear Mr. Bass

I am writing to _____ about your range of less exclusive products. Our company has diversified recently and, in addition to the professional equipment we have previously purchased, we now _____ products for the hobby golfer.

Could we _____ a meeting to see one of your sales reps who can _____ us about your products? The week of 19 August would be _____ for us.

As I will be out of the office from 2 to 6 August, please _____ my assistant, Sylvie Jouet, directly.

Best regards,

Simon Pilgrim

Hi Sylvie,

Just a quick note to say we are very _____ for the delivery delay.

I'm afraid we'll have to _____ the delivery date for 10 days because of the truck drivers' strike. When exactly do you _____ the goods? If it's very urgent I'll _____ the manager of the forwarders whether we can _____ a special delivery somehow.

I'll _____ asap, but please let me know the latest date for the goods.

Despite this, have a nice day!

Rgds,

Jean

LIVEWORKSHEETS