Activity 1: Read the sentences below and decide which ones sound better.

Dear Ms. Kelly,

a. Thank you (very much) for your payment of $150. (7 words)

b. This is to inform you that we are in receipt of your payment of $150. (15 words)

a. You are requested to sign both copies of the agreement and return (them) no later than March 20. (17 words)

b. Please sign both copies of the agreement and return (them) to us by March 20. (15 words)

a. To avoid overdue interest, payments should be made by the 25th of each month. (14 words)

b. To avoid overdue interest, please be sure to make payments by the 25th of each month. (16 words)

c. We would appreciate it if you would make your payments on time. Otherwise we will have to charge you overdue interest. (21 words)

LIVEWORKSHEETS