Universidad Técnica de Ambato

Facultad de Ciencias Humanas y de la Educación

Carrera de Pedagogía de los Idiomas Nacionales y Extranjeros

ENGLISH VI

Name:
Date:
Level:

Now match the more informal phrases (1–16) with the more formal phrases (a–p).

Informal	Formal
1 What do you need? _d_	a) Unfortunately I will not be able to attend the meeting.
2 Thanks for your email. ___	b) I can assure you that …
3 Sorry, I can't make it. ___	c) I will take the necessary action to solve this issue.
4 Could you …? ___	d) Please let us know your requirements.
5 I promise … ___	e) I was wondering if you could …?
6 You haven't … ___	f) We regret to advise you that …
7 I'm sorry to tell you that … ___	g) Thank you for your email of 12 February.
8 I'll deal with this. ___	h) We note from our records that you have not …
9 Don't forget that … ___	i) I look forward to meeting you next week.
10 I need to … ___	j) With reference to … (or Regarding …)
11 Shall I …? ___	k) Would you like me to …?
12 But … / Also … / So … ___	l) I would be grateful if you could …
13 Please … ___	m) Please accept my apologies for …
14 I'm really sorry about … ___	n) It is necessary for me to …
15 Re … ___	o) We would like to remind you that …
16 See you next week. ___	p) However … / In addition … / Therefore …

LIVEWORKSHEETS