



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

- 1 What do you need? ...d...
- 2 Thanks for your email.
- 3 Sorry, I can't make it.
- 4 Could you ...?
- 5 I promise ...
- 6 You haven't ...
- 7 I'm sorry to tell you that ...
- 8 I'll deal with this.

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- 9 Don't forget that ...
- 10 I need to ...
- 11 Shall I ...?
- 12 But ... / Also ... / So ...
- 13 Please ...
- 14 I'm really sorry about ...
- 15 Re ...
- 16 See you next week. ...

Formal

- a) Unfortunately I will not be able to attend the meeting.
- b) I can assure you that ...
- c) I will take the necessary action to solve this issue.
- d) Please let us know your requirements.
- e) I was wondering if you could ...?
- f) We regret to advise you that ...
- g) Thank you for your email of 12 February.
- h) We note from our records that you have not ...

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- i) I look forward to meeting you next week.
- j) With reference to ... (or Regarding ...)
- k) Would you like me to ...?
- l) I would be grateful if you could ...
- m) Please accept my apologies for ...
- n) It is necessary for me to ...
- o) We would like to remind you that ...
- p) However ... / In addition ... / Therefore ...