

Practice

1 Complete the sentences with a preposition.

EXAMPLE: She's on sick leave.

- a We will contact you again in the near future.
- b I look forward to hearing from you.
- c I'll call you by the end of the week.
- d Please call me at 456789.
- e Many thanks for all your help.
- f Good luck with everything.
- g I'm covering for Raj while he is away.
- h He will be on work for two weeks due to illness.
- i Please pass on our best wishes to him.
- j We would like you to join us at wishing Wu San a happy retirement.

2 Some of these phrases are used formally and some informally. Tick the correct column.

		formal	informal
a	1 Dear John		
	2 Hi John		
b	1 I am writing to inform you that ...		
	2 I'm writing to let you know that ...		
c	1 We're having a get-together.		
	2 We're arranging a meeting.		
d	1 I would like to apologise for		
	2 Sorry about ...		
e	1 Let me know if you can make it.		
	2 Let me know if you can attend.		
f	1 I would be very pleased to come.		
	2 I'd love to come.		
g	1 This is to let you know about ...		
	2 Just to let you know about ...		