

## 1 Match the informal phrases to their equivalents:

### Informal

I can't wait to meet you.  
It's too bad, I can't come.  
I'm really sorry.  
I just wanted to drop you a line about ...  
Thanks for everything.  
If you need anything else, ...  
I think you should ...  
Best wishes,  
Feel free to call me.  
... to ask you for a job  
I'll meet you for an interview...  
I'm really good at ...  
I'm sure I'll be good at this job.

### Formal

I feel that I would be suited for this position.  
I look forward to meeting you.  
I am writing in regards to ...  
Please accept my sincere apologies.  
If there is anything else you would like to know, ...  
I would recommend that you ...  
Unfortunately, I will be unable to attend.  
Do not hesitate to contact me.  
Your help was highly appreciated.  
I am available for an interview...  
...to apply for a position  
Yours sincerely,  
I have a good command of...

## 2 Read the model and choose the correct phrases.

Dear 1) **Mr Martin Manager**,

2) **Like you asked me As per your request**, I am writing 3) **with regards to about** Mrs Walters' eligibility for promotion.

Mrs Walters has been employed as an assistant in the Human Resources Department of the company for two years. 4) **While she's been here During that time** she has demonstrated 5) **lots of good things a variety of skills** which have made her a 6) **cool key** member of the team. Additionally, her 7) **enthusiasm for the work is evident love of the job is clear** and she has put his skills to work on many occasions to see a project to its successful conclusion. 8) **Plus Moreover**, Mrs Walters has shown himself to be a positive team player and always 9) **collaborates effectively gets on well** with her colleagues.

10) **But However**, Mrs Walters can be somewhat impatient and she has been known to overreact under stress 11) **on occasion sometimes**. She also has a tendency to become fixated on details, which can slow down the project delivery at times. 12) **Despite these issues Even though she has problems**, Mrs Walters is always positive and with good intentions.

13) **All points considered All in all**, I believe Mrs Walters to be 14) **an ideal candidate a good person** for promotion. Her knowledge of the management, experience with the company and obvious skills outweigh any weaknesses she may have and I would definitely 15) **recommend go for** him.

16) **All the best Yours sincerely**,

Frank Adams