Unit 9: Functional Language – Formal and informal language

1A Read the two emails. Which is less formal?

To: Sales consultants

From: Harry Kaufmann

Subject: Hello!

1 _____ colleagues,

2 _____ as the new Social Media Communications Manager. Before I joined this company, I was working in a similar position for a German company. I have always wanted to work in Australia, so I am delighted to have this opportunity.

3 _____ to contact me by email or phone if you have any questions.
4 _____ meeting you all in person over the next few weeks.

5 _____ ,
Harry Kaufmann

To: Marketing team

From: Emily Jones

Subject: Morning!

Hi everyone,

6 _____ I want to introduce myself to you. I've just started work here to do maternity cover for Sally Jackson for the next six months. I'll be working mainly on social media projects. 7 _____ receptionist before, so I am really excited about the change. 8 _____ over lunch today. Or call me or message me if you want to meet up for coffee.

9 _____ ,
Emily

B Read the emails again and complete them using the phrases in the box.

Best wishes	Dear	I very much look forward to	I was a	I would like to introduce myself
I'm Emily Jones and	Please feel free	Kind regards	Perhaps we can meet up	

LIVEWORKSHEETS