

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