



## Match the informal phrases 1-6 with a formal phrase.

1. Because of...
2. Can you tell us more about...?
3. Here are...
4. I've got some bad news.
5. What exactly do you need?
6. I've got some good news



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## This email is too informal. Replace the underlined items with these formal phrases:

*attend the event*

*if you could confirm your talk at your earliest convenience*

*We are writing to inform you*

*With best wishes*

*We would be honoured*

*Please do not hesitate to contact me*

*We realise this is a topic close to your own heart*

*should you require further details*

*We would be extremely grateful*

Dear Mr Fuchs,

This is just to let you know<sup>1</sup> that the Chamber of Commerce in Birmingham is hosting a one-day event early next month on the subject of 'Beyond Culture Shock'.

We know this is the kind of stuff you are interested in<sup>2</sup> following the recent merger of the Savings Bank of Salzburg with the Midlands Savings Bank and the intercultural issues that subsequently arose. It would be great<sup>3</sup> if you could come<sup>4</sup> and give a plenary talk to the business community at large.

Thanks in advance<sup>5</sup> for letting us know as soon as possible if you can make it.<sup>6</sup> Please find attached a speaker's proposal form. Just get in touch with me<sup>7</sup> if you need more information.<sup>8</sup>

All the best,<sup>9</sup>

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