Emails - Introducing yourself

1A **Read the two emails below and choose the correct options in italics.**

A

To: Marketing staff
From: Elenor Rinna
Subject: Good morning!

[1]*Dear / Welcome* colleagues,

I would like to introduce [2]*me / myself* as the new Account Executive in your department.

Before I [3]*joined / join* this company, I was working in a similar position in a **very** small company in Sweden. However, I [4]*wanted / am wanting* to work for a larger company so I am **really** excited to be working [5]*by / for* this company.

Please feel free to contact me by email or phone [6]*if / so* you have any questions.

I **very much** look forward to [7]*meet / meeting* you all in person.

[8]*Kind / Truly* regards,

B

To: All staff
From: Alexis Pinar
Subject: Good morning!

Hi everyone,

I'm Alexis Pinar and I want to introduce myself to you. I've just started work here as the new Assistant Designer. I finished [9]*study / studying* business finance at university in June, and I'm excited to be working here. It's **a bit** [10]*scary / afraid* as it's my first job, but I'm sure I'll soon fit in OK.

I'm looking forward to working with you [11]*all / everyone.*

Bye for now,

B **Which of these emails do you think is more formal?**

LIVEWORKSHEETS

B **Write these words and phrases in the correct place in the table above. Some phrases may be used in both formal and informal emails.**

Best wishes, Good morning Helen,
I have been appointed as the new Marketing Manager
I hope to meet you all soon
I'm sending this email to introduce myself
I've just got the job of IT Supervisor
I was a Store Manager before
My previous job was as Customer Services Manager
Perhaps we can meet up over lunch today. Yours,

2. Look at the emails again. Put the phrases in blue from Exercise 1 into the correct place in this table.

	More formal	Less formal
Greeting		
Opening		
New job		
Previous job		
Invitation		
Closing		
Sign off		

3. **Read an email from a new HR manager to all company staff. Decide whether the email needs to be formal or informal and how you could improve it.**

To all staff

I'm Gabriela your new HR Manager. I started work today. Come and meet me, but book an appointment first. I'm sure we'll get on really well.

See you soon.

Gabriela de Souza

LIVEWORKSHEETS

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

2 **Brite a short email of about 80 words introducing yourself to your new classmates or colleagues.**

- Decide whether to write a formal or informal email.
- Begin and end appropriately.
- Introduce yourself.
- Say what you were doing previously.
- Offer the chance to meet people.

LIVEWORKSHEETS

2 Ercho Management Systems has received user feedback on its new warehouse management systems software. Complete the comments with the correct form of the adjectives in brackets.

Please leave your comments below:

1 'So far, there have been fewer mistakes. The new system seems *far* _____ (accurate).'

2 'It takes *a little* _____ (long) to learn how to use it.'

3 'When existing customers place an order, it's *slightly* _____ (easy) to find their information.'

4 'It's much faster and *a lot* _____ (time-consuming) than the old system was.'

5 'The old system was *almost* as _____ (user-friendly) as this upgrade, but I think the new customer-profile option on this version makes life easier.'

Adverbs of degree (modifiers)

We can make adjectives weaker or stronger by using adverbs of degree.

- **Making adjectives stronger**

- **Making adjectives weaker**

- **Making comparative adjectives stronger**

- **Making comparative adjectives weaker**

- **Making verbs stronger**

a bit a great deal a lot a little far much quite really slightly very very much

LIVEWORKSHEETS

We can make adjectives weaker or stronger by using adverbs of degree.

- **Making adjectives stronger**

  very, really

  *I was working in a similar position in a **very** small company.*

  *I am **really** excited to be working for this company.*

- **Making adjectives weaker**

  quite, a bit

  A bit is used with negative words.

  *The meeting was **a bit** boring.*

  Quite is used with positive words.

  *This company is **quite** large compared to my last company.*

- **Making comparative adjectives stronger**

  much, a lot

  *The company is **much** bigger than I expected.*

  *The job is **a lot** more interesting than my last one.*

- **Making comparative adjectives weaker**

  a bit, a little

  *The company is **a bit** bigger than my old one.*

- **Making verbs stronger**

  very much, really, a lot

  Very much can go before or after the verb (and object).

  *I **very much** look forward to meeting you all in person.*

  *I look forward to meeting you all in person **very much**.*

  Really goes before the verb.

  *I **really** like this job.*

  A lot goes after the verb and object.

  *I like this job **a lot**.*

LIVEWORKSHEETS

4 ▶4.2 Listen to part of a phone conversation between an after-sales representative from Ercho and a user of their software. Complete the representative's notes about the new version.

User feedback on …	Better?	Big difference?	Comments?
the new version of the software	Y / N		
using the customer-profile system	Y / N		
filling in the order forms	Y / N		

5 ▶4.2 Listen again and write the missing words.

1 Do you think it's _____?
2 Overall, it works a lot _____ than the old version.
3 You could find a profile almost as _____.
4 The options are a lot more _____.
5 Staff are filling it in a little _____.

106.1 Use the words in brackets to complete the sentences. Use **much / a bit** etc. + a comparative form. Use **than** where necessary.

1 Her illness was much more serious than we thought at first. (much / serious)
2 This bag is too small. I need something _____. (much / big)
3 I'm afraid the problem is _____ it seems. (much / complicated)
4 It was very hot yesterday. Today it's _____. (a bit / cool)
5 I enjoyed our visit to the museum. It was _____ I expected. (far / interesting)
6 You're driving too fast. Can you drive _____? (a bit / slowly)
7 It's _____ to learn a foreign language in a country where it is spoken. (a lot / easy)
8 I thought she was younger than me, but in fact she's _____. (slightly / old)

7 Work with a partner. Make sentences to compare two financial software products on the market. Use the information in the table and the modifiers + adjective or adverb below in the comparative form.

Example: *Financepro is a lot cheaper than Accounter 3.1.*

a lot / cheap *almost / secure* *far / up-to-date* *a little / easily* *much / quickly*

	Financepro	Accounter 3.1
1 Price?	$499	$710
2 Easy-to-use?	Staff can learn to use it easily.	Staff can learn to use it very easily.
3 Security features?	Secure	Very secure
4 Technical support?	They can help within 24 hours.	They can help within one hour.
5 Most recent version?	Two years old	Last month

LIVEWORKSHEETS

Make a similar table of notes about one of your company's products or services in comparison to your main competitor. Then work with a partner and tell each other about your product or service.

Example: *We're a bit more expensive than our competitor, but …*

LIVEWORKSHEETS