FORMAL VS. INFORMAL WRITTEN COMMUNICATION

1.- Match the informal expressions in the first column with the formal expressions in the second column.

a) Let us know if you're coming	1) Do not hesitate to…
b) Feel free to…	2) Regards
c) Can you please…	3) As requested
d) Best wishes	4) I look forward to seeing you
e) I won't be able to attend	5) Could you please confirm your attendance
f) As asked…	6) I will be unable to attend
g) I'm looking forward to seeing you	7) We would be grateful if you could

2.- In the following emails, there are some missing words. Try to fill in the gaps with appropriate words from the boxes. There are two extra words in each email. Decide which of the emails is more formal and which is more informal.

1)

appointment / could / unable / hesitate / faithfully / afraid / grateful / please / sincerely / forward / due to

Dear Mr. Perkins,

I am writing in response to the email I received from you on the 21st July 2002. I am
I will be to attend to our meeting a work meeting
arranged on the same day. The only solution to discuss our differences would be to meet another day. it be possible to arrange another ? Do not
to contact me whenever you find a free day for our meeting. I would be
if you could inform me about the day as soon as possible.

I look to hearing from you,

Yours ,

Malcom Bross

LIVEWORKSHEETS

2)

feel free / regards / happy / can / sorry / hello / asap / won't be able / looking / tell / re / because

Dear Peter,

I write you because I have read your last email. but I to go to our meeting I have a work meeting on the same day. We can only talk about our differences if we meet another day. we see each other another day? to call me when you find a free day to meet. I would be if you could me about the day .

forward to hearing from you,

,

Malcom

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