

Do the activities below. LEARN these expressions BY HEART!

Giving news

Decide whether the following would be used in a formal or informal email.

- | | |
|--|-------------------|
| 1 Further to our phone call, I now have the information you requested. | formal / informal |
| 2 Thanks for your email – it was great to hear from you again. | formal / informal |
| 3 I'm sorry I haven't written for ages, but I've been really busy. | formal / informal |
| 4 With reference to your last email, I am writing to let you know ... | formal / informal |

Rewrite the sentences below with the correct word order, beginning as shown.

- 1 I'm writing our appointment 6 June on Tuesday to confirm.
I'm
- 2 Unfortunately, I will make the meeting not be able to on 6 June Tuesday.
Unfortunately,
- 3 You has been accepted your application will be pleased to hear that.
You
- 4 We inform you regret to that your application has been not successful.
We
- 5 Bad afraid news I'm about next weekend our trip.
Bad
- 6 You'll guess never happened what's!
You'll
- 7 Here's the project on an update.
Here's

Look back at the sentences in section B. Find:

- a) two written by a friend to another friend. /
- b) two written by a business person to a colleague, about a meeting. /
- c) two written by a Human Resources manager to a candidate for a job. /
- d) one written by a business person to a colleague, introducing general information.

Complete the emails by writing **one** word in each gap. Several answers may be possible.

- | | | |
|------------------------|---|--|
| (1) <i>Further</i> ... | to our phone call earlier today, I'm writing to (2) ... | that I will be able to |
| (3) ... | the meeting next Monday as discussed. Looking (4) ... | to seeing you then. |
| (5) <i>With</i> ... | to your last email, I am writing to (6) ... | you know what's happening |
| (7) ... | with the project. (7) ... | , things are running a bit late. You can get the whole picture from my |
| (8) ... | report, which I've (8) ... | as a Word doc. |

Match the verb forms in *italics* (a–f) with their uses (1–6) below.

- a) Hi Anna. I'm in Switzerland! I'm *working* as an au-pair over the summer.
- b) I've got a new job! The hours *aren't* too bad – I *start* at 9 and *finish* around 5.
- c) I've got a new job! I've *been* so busy that I *haven't had* a chance to write.
- d) You won't believe it! I *was shopping* in the city centre the other day and I saw Helga!
- e) You won't believe it! I was shopping in the city centre the other day and I *saw* Helga!
- f) Do you fancy going out on Friday? I've *been writing* a report all week and I need a break.

- 1 a habit or routine
- 2 a temporary action in progress at the moment
- 3 an action in progress in the past (gives the background)
- 4 a completed action (we know when it happened)
- 5 giving recent news (the writer's attention is on the present result of the events)
- 6 an action in progress from the past up to the present