Fill out the gaps

1. Using 'Ms' is much better because it doesn't .....if a woman is married or not.

2.You do need to refer to the last .....you had some form of contact.

3.Here you can use the beginning of one of these sentences to.....the topic.

4.Using 'could' or 'would it be possible' are great in the business context because they are.....polite.

5.'Best Regards' is the most .....and therefore the most useful.

LIVEWORKSHEETS