DRAG THE EXPRESSIONS FROM THE EMAILS INTO THE CORRECT SECTION OF THE BOX.

	More formal	Less formal
To start an email		
To advise about info. sent with an email		
To ask sb to do sth		
To apologize about sth		
To invite a response from the recipient		
To end an email/ express gratitude		

Look forward to hearing from you.	Hi Alex	Sorry for...
I look forward to your reply.	Thank you in advance.	The sales report are attached.
Could you possibly...?	Please find below...	Thanks.
I apologize for...	I would appreciate it if you could...	Dear Alex

LIVEWORKSHEETS