

University of Costa Rica
Master's Program in Teaching English as a Foreign Language
Professional Practicum
TechSpeak: English Empowering Industrial Engineers

Matching exercise. Both columns list expressions that could be used in emails. Match each informal expression in Column A with its equivalent formal expression in Column B. After completing the exercise, discuss your answers and share the reasons for each match.

Column A

Hi, Mary Miller! (___)

Sorry I haven't written for ages. (___)

Just writing about... (___)

Good news! (___)

Bad news. (___)

I've attached my report. (___)

Here's the document you asked for. (___)

Can you tell me a little bit more about...? (___)

How's everything going? (___)

Please send me the report. (___)

Any news? (___)

That's all for now. (___)

Best wishes. (___)

Column B

1. I am sending you the requested documentation.
2. That concludes my update for now.
3. I hope this email finds you well.
4. Kind regards
5. Dear Ms. Miller.
6. Please find my report attached
7. I am writing with regard to...
8. Do you have any updates to share?
9. I apologize for not getting in contact with you before now
10. I am delighted to inform you that...
11. I am interested in receiving the report.
12. I regret to inform you that I have some bad news.
13. Could you give me some information about...?