3 How formal is too formal?

*Tick ✓ the correct **sentence adverbs**.*

When you write an application letter to a company or organisation, it is usual to write in a formal style. Luckily, ☐ / However, ☐ / Additionally, ☐ (1) writing in a very formal style may not be necessary. Moreover, ☐ / However, ☐ / Surely, ☐ (2) it may even give the reader a negative impression of you. For example, tech companies are often quite informal places to work, and an extremely formal application letter could make it seem that you wouldn't fit in[1] there. Hopefully, ☐ / Personally, ☐ / Additionally, ☐ (3) it may depend on the preferences of the person who reads your letter. Unfortunately, ☐ / In fact, ☐ / Luckily, ☐ (4) there is no way to know about those preferences when you are writing your letter. Hopefully, ☐ / Furthermore, ☐ / Personally, ☐ (5) the reader will be more interested in your skills and experience than the style of your letter. Also, ☐ / Nevertheless, ☐ / As a result, ☐ (6) choosing the right style for your letter may help your application. Therefore, ☐ / However, ☐ / Moreover, ☐ (7) it is important to try to get this right. If you aren't sure, it is usually better to be too formal than too informal.

4 Choose a sentence adverb

a) *Choose **sentence adverbs** to comment on these ideas.*

1. _____, I wouldn't like to work at a summer camp. *(It's just my preference.)*

2. _____, I won't be available until July 3rd. *(I'm not happy about this.)*

3. _____, I live very near the interview location. *(I'm happy about this.)*

4. _____, the weather won't be too awful next weekend. *(It's what I would prefer.)*

5. _____, the train leaves at 10:55, not 11 o'clock. *(It's the correct information.)*

b) *Choose **sentence adverbs** to link these ideas. More than one may be possible.*

1. They didn't reply to my application letter. _____, I wasn't really very interested in the job.

2. The pay is very good. _____, it is an innovative and exciting place to work.

3. The company's main office is in London. _____, they have a small office in Glasgow.

4. I'm sure they haven't forgotten that you're going for an interview tomorrow. _____, it may be a good idea to send an e-mail to check.

5. I can't decide which job I want the most. _____, I'm going to apply for all three of them.

6. This company is expanding fast. _____, this whole industry is growing very quickly.

5 Check the grammar

Now look at G6 in the Grammar section, pages 154–155.

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1 to fit in hineinpassen; sich einfügen

Textquellen: Jon Marks, Ventnor; Alison Wooder, Ventnor