

# Vocabulary for TOEIC

## Writing Advance section

**Instructions:** In this document you will find some words for you to learn more vocabulary in the section of responding an e-mail. Take notes if it is necessary and then you can practice in the webpage.

### Responding an e-mail vocabulary

- **Dear:** used as an affectionate or friendly form of address.
- **Mr:** a title used before the family name or full name of a man who has no other title, or when talking to man who holds a particular official position: Mr Jones/Mr David Jones.
- **Miss:** a title of respect for a female child and an unmarried woman.
- **Mrs:** a title used before a surname or full name to address or refer to a married woman.

**Remember that we** have a structure for writing an e-mail, for each one of them we have some vocabulary that can help you in each of the parts of an e-mail.

### For the introduction or you want to give reasons:

- I am writing with regard to...
- I am writing in connection with...
- I am emailing in reference to...
- I am writing to inform you that...
- I am contacting you to...
- I am happy to inform you that...

### Responding an e-mail.

In these cases, you can use one of the following examples:

- Thank you for your email...
- In reference to your email...
- Following your email from...

**In the body** you will need some connectors to be brief.

Furthermore: **in addition to what precedes:** besides she always arrives on time; furthermore, her work is always excellent.

Moreover: **in addition to what has been said:** I liked this book because it was well-written and, moreover, told a very interesting story.

In addition: **as an extra person, thing, or circumstance:** In addition to writing, she carried out good works.

Although: **however; but:** Although I disliked the detective heartily, I nevertheless was secretly impressed.

Though: **despite the fact that; although:** I like him. Though he makes me angry sometimes.

However: **used to introduce a statement that contrasts with or seems to contradict something that has been said previously:** I'm going to buy a car; however, I'll have to use all of my savings.

Nevertheless: **in spite of that:** The math test was very difficult; nevertheless, she earned a good grade

On the other hand: **used to introduce a statement that contrasts with a previous statement or presents a different point of view** He's a good guy. His brother, on the other hand, is a very selfish man.

Therefore: **for that reason:** I think I've stayed too long; therefore I'm leaving in the morning.

**For the conclusion** you can use one of the following examples:

- Thanks you for you help
- I look forward to hearing from you
- Thanks in advance
- Please, feel free to contact me if you have any questions
- If you have any questions, do not hesitate to contact me
- Let me know if you need anything else

### **Goodbye**

- Best wishes
- Kind regards
- Best regards
- Sincerely
- Best
- Regards
- Thanks
- Many thanks