**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-amil, 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