

ATTITUDE WORDS AND PHRASES

The blanks in the following letter must be filled with words and phrases that bring out the writer's attitude to what he is saying. Working in groups of two or three, choose the most appropriate suggestion from the ones given below. Then compare your answers with those of other groups.

Dear Sir,

I have pleasure in informing you that your application to stage a series of World Cup matches at your ground has been provisionally accepted by the Arrangements Committee. (1) I think you have been fortunate, since there were many other clubs interested in obtaining this concession. (2) Your ground is not totally suitable for the purpose, but (3) I am sure that you will make every effort to remedy such shortcomings as there may be. (4) , you will derive great benefit from this opportunity, since your club will be one of the centres of world attention.

(5) , there are some serious modifications to be made to your main grandstand and other facilities. (6) the Press Committee insists that proper provision should be made for the hundreds of journalists who will be covering the matches. (7) , this will include telephones, typewriters, secretarial and translation services, as well as canteen facilities, but the Press Committee will contact you direct with details. (8) this will require considerable expenditure on your part. (9) , it would be in your interest to comply in With the Press Committee's requests so that all the reporters feel at home with you.

(10) I am sure that I will be able to persuade the President of the committee to ratify the provisional acceptance, provided you make it obvious that you are willing to cooperate, though, of course, I cannot say this openly.

Yours faithfully,

Peter Mary

P J W Marks (Secretary to the Arrangements Committee)

- 1 a) Evidently b) Generally speaking c) If I may say so
- 2 a) Obviously b) Personally c) Strictly speaking
- 3 a) technically b) admittedly c) personally
- 4 a) Naturally b) Apparently c) Frankly
- 5 a) Ideally b) Unfortunately c) In theory
- 6 a) Quite properly b) Eventually c) Presumably
- 7 a) To be honest b) Presumably c) Surely
- 8 a) In theory b) Obviously c) Eventually
- 9 a) admittedly b) in my opinion c) roughly speaking
- 10 a) In short b) Confidentially c) Apparently

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