

LearnEnglish Select Upper Intermediate

1.5 Reporting back on the conference

Useful language

Generalising and qualifying	Email language	Adjectives and suffixes -ful, -able, -ing
overall	Dear ... ,	useful
on the whole	Hi (for informal emails)	wonderful
in general	Please find (...) attached	helpful
generally	... Let me know if ...	sociable
mainly	Kind regards	knowledgeable
nine times out of ten	Best wishes,	notable
more often than not	Warm/Best regards	suitable
most of the time	Look forward to hearing from	interesting
depending on	you ...	understanding
provided that		
only if		

Grammar

Expressing cause and effect, and contrast

We can use linking words to talk about cause and effect, and make a contrast between clauses.

Expressions such as *as a result* and *in order to* show cause and effect:

*We had the smallest available and, **as a result**, it was sometimes overcrowded.*

Other expressions such as *nevertheless* and *although* show contrast between two clauses:

*The conference was, **nevertheless**, a great success and, **although** the team was relatively new, I felt we made a good impression.*

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can describe key details from an event.	<input type="checkbox"/>	<input type="checkbox"/>
I can answer questions and clarify details when asked.	<input type="checkbox"/>	<input type="checkbox"/>
I can write a report.	<input type="checkbox"/>	<input type="checkbox"/>