

## FORMAL AND INFORMAL EMAILS

1. Match the informal expressions in the first column with the formal expressions in the second column.

<p>5 a) Let us know if you're coming</p> <p>1 b) Feel free to...</p> <p>7 c) Can you please...</p> <p>2 d) Best wishes</p> <p>6 e) I won't be able to attend</p> <p>3 f) As asked...</p> <p>4 g) I'm looking forward to seeing you</p>	<p>1) Do not hesitate to...</p> <p>2) Regards</p> <p>3) As requested</p> <p>4) I look forward to seeing you</p> <p>5) Could you please confirm your attendance</p> <p>6) I will be unable to attend</p> <p>7) We would be grateful if you could</p>
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2. In the following formal and informal emails, there are some missing words. Fill in the gaps with the appropriate word. There are two extra words in each email.

- 1) **appointment / would / unable / hesitate / faithfully / afraid / grateful / please / sincerely / forward / due to**

Dear Mr. Perkins,

I am writing in response to the email I received from you on the 21<sup>st</sup> July 2019. I am **afraid** I will be **unable** to attend to our meeting **due to** a work meeting arranged on the same day. The only solution to discuss our differences would be to meet another day. **Would** it be possible to arrange another **appointment**? Do not **hesitate** to contact me with regard to our meeting. I would be **grateful** if you could inform me about a new date as soon as possible.

I look **forward** to hearing from you,  
Yours **sincerely**,

Tony Bross

- 2) **feel free / regards / happy / can / sorry / hello / asap / won't be able / looking / tell / re / because**

Dear Peter,

I'm writing to you about your last email. **Sorry** but I **won't be able** to go to our meeting **because** I have a work meeting on the same day. We can only talk about our differences if we meet another day. **Can** we see each other another day? **Feel free** to call me when you find a time to meet. I would be **happy** if you could **tell** me about the day **asap**.

**Looking** forward to hearing from you,

**Regards**,

Tony