

Emailing functions review

Without looking at the list below, listen to your teacher read out a list of phrases and as soon as you are sure what function they all have put up your hand and guess.

From your memory of the stage above and your other knowledge of emailing language, write as many phrases as you can in the spaces below

Greeting

First line

Giving bad news

Attachments etc

Last line or two

Signing off

Check your answers with the list below. If there are any differences between your list and the list below, check with your teacher if your versions are also correct. Ones which are rare are marked with an asterisk () and optional parts are marked with brackets*

Greeting

Dear John
Dear Mr/ Mrs/ Ms/ Dr Smith
Hi John
Hi
Hello again
John
(nothing)

First line

I'm writing to you in connection with...
I'm writing about...
Thanks for your letter/ email/ fax/ phone call last week
I would like to introduce myself
It was great to see you (again) yesterday
How are you?/ How's it going?/ How are things (with you)?
Sorry it's been so long since I last wrote
(This is just) a quick note to say...
Me again!
Sorry to write to you out of the blue but...
PS
Re your fax (ref no. TH 2987), ...
With reference to your letter dated 12 January 2008,...

Giving bad news

We regret to inform you that...
Unfortunately,...
I'm sorry, but...

Attachments etc

Please see the attachment for further details
As you can see from the attached document/ CV
Please find my CV attached/ enclosed
The attached document explains...

Last line or two

I look forward to hearing from you soon
If you need any further details, please (feel free to) contact me (at any time)
See you on Monday
Write (again) soon
Give my regards to.../ Give my love to.../ Pass on my best wishes to...
If you have any further questions, please (do not hesitate to) contact me
Thank you in advance
Please get back to me as soon as you can*

Signing off

Yours faithfully
Yours sincerely
Yours truly
All the best
Lots of love
XXX
XOXO*
CU
Take care
Best wishes
Hugs and kisses
Sincerely yours
Sincerely
(Best) regards