

### Email vocabulary and collocations

Choose a word from the cards below and explain which one you chose without saying anything on that card until your partner guesses. You could explain formality, collocations, meaning, example sentences (with gaps), etc.

Attach	Love	From	Mr	Mrs
Miss	Ms	Sir	Sirs	Madam
Dear	Paragraphs	Memo	Note	Concern
CC	BCC	Best	Unfortunately,	XXX
XOXO	Hugs	Kisses	Hi	Forward
Bye	Regards	Re:	Ref./ Reference	Exclamation mark
To:	btw	Tel.	Yours	Sincerely
Faithfully	Cheers	Advance	Soon	Hesitate
Thanks/ Thank you	Cooperation	Mail	Emoticon	Acronym
Abbreviation	Contraction	Sorry	Please	Hear
pp.	Write	PS	PPS	(In-) convenience

Ask about any words above which you couldn't explain, can't understand, etc.

Listen to your teacher read out some words and phrases which are related to one of the words above. Try to guess which word it is.

Do the same in pairs with the worksheet below.

## Email vocabulary pairwork guessing game

### Student A

Choose one of the sections below and read out phrases with that word missing until your partner guesses what the missing word is. They can only guess once per hint.

**Attach** – Please find the report attached/ As you can see from the attachment...

**Best** – All the best/ Best wishes/ Pass my best wishes on to John/ Best regards

**(In)convenience** – Please reply at your earliest convenience/ We would like to apologise for any inconvenience caused/ Please let me know what dates are convenient for you

**Dear** – Dear Sir or Madam/ Dear Mr Case/ Dear Alex/ Dear Sirs

**Forward** – I look forward to hearing from you soon/ Please forward this to John

**Hear** – I look forward to hearing from you (soon)/ Hope to hear from you soon/ It was really nice to hear from you

**Hi** – Hi/ Hi John/ Say “Hi” to Steve from me/ Julie says “Hi”

**In** – In connection with/ In advance

**Inform** – We regret to inform you that.../ We would like to inform you that.../ If you need any further information, please do not hesitate to contact me

**Love** – Love from/ Lots of love/ Send my love to John/ John sends his love

**Mail** – Snail mail/ I’ve sent you a hard copy in the mail

**Note** – This is just a quick note to say.../ Please note that.../ NB

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### Student B

Choose one of the sections below and read out a sentence with that word missing. Your partner can then guess **once only** what the missing word is. Continue with one example/ one guess until they guess that word, then switch roles.

**Please** – Please let me know if you have any questions/ If you need any further information, please do not hesitate to contact me at any time

**Reference** – With reference to.../ Your ref:/ Our ref:/ Reference number

**Regards** – Best regards/ Give my regards to John/ Regards

**See** – See you (soon/ then)/ It was a pleasure to see you again last week/ Hope to see you again soon

**Sir** – Dear Sir/ Dear Sir or Madam

**Soon** – I look forward to hearing from you soon/ See you soon/ Write soon

**Sorry** – Sorry it took me so long to get back to you/ Sorry not to reply sooner/ Sorry it’s been so long since I last wrote/ Sorry to write to you out of the blue

**Text** – Send a text/ Textspeak/ Text someone

**Thanks/ Thank you** – Thanks (again/ in advance)/ Thank you for your email/ quick reply/ getting back to me so quickly/ taking the time to see me yesterday

**To** - To whom it may concern/ I’m writing to you concerning...

**Write** – Write soon!/ Thanks for writing back so quickly/ I am writing to you in connection with.../ concerning.../ about.../ (in order) to...

**Yours** – Yours sincerely/ Yours faithfully/ Sincerely yours/ Yours

Ask about any phrases you don’t understand, etc, then work together on the page below.

First of all without any help, work together to put the right word into all the gaps on each line below.

1. Please find the document \_\_\_\_\_ed/ As you can see from the \_\_\_\_\_ment...
2. All the \_\_\_\_\_/ \_\_\_\_\_ wishes/ Pass my \_\_\_\_\_ wishes on to your boss/  
\_\_\_\_\_ regards
3. Please reply at your earliest \_\_\_\_\_/ We would like to apologise for any \_\_\_\_\_  
caused/ Please let me know what dates are \_\_\_\_\_ for you
4. \_\_\_\_\_ Sir or Madam/ \_\_\_\_\_ Mr Case/ \_\_\_\_\_ Alex/ \_\_\_\_\_ Sirs
5. I look \_\_\_\_\_ to hearing from you soon/ Please \_\_\_\_\_ this to your boss
6. I look forward to \_\_\_\_\_ing from you (soon)/ Hope to \_\_\_\_\_ from you soon/ It  
was really nice to \_\_\_\_\_ from you
7. \_\_\_\_\_ / \_\_\_\_\_ John/ Say “ \_\_\_\_\_ ” to Steve from me/ Julie says “ \_\_\_\_\_ ”
8. \_\_\_\_\_ connection with/ \_\_\_\_\_ advance
9. We regret to \_\_\_\_\_ you that.../ We would like to \_\_\_\_\_ you that.../ If you need  
any further \_\_\_\_\_ation, please do not hesitate to contact me
10. \_\_\_\_\_ from/ Lots of \_\_\_\_\_ / Send my \_\_\_\_\_ to John/ John sends his \_\_\_\_\_
11. Snail \_\_\_\_\_ / I've sent you a hard copy in the \_\_\_\_\_
12. This is just a quick \_\_\_\_\_ to say.../ Please \_\_\_\_\_ that.../ NB
13. \_\_\_\_\_ let me know if you have any questions/ If you need any further  
information, \_\_\_\_\_ do not hesitate to contact me at any time
14. With \_\_\_\_\_ to.../ Your ref:/ Our ref:/ Ref. no.
15. Best \_\_\_\_\_ / Give my \_\_\_\_\_ to John
16. \_\_\_\_\_ you/ \_\_\_\_\_ you soon/ \_\_\_\_\_ you then/ It was a pleasure to \_\_\_\_\_  
you again last week/ Hope to \_\_\_\_\_ you again soon
17. I look forward to hearing from you \_\_\_\_\_ / See you \_\_\_\_\_ / Write \_\_\_\_\_
18. \_\_\_\_\_ it took me so long to get back to you/ \_\_\_\_\_ not to reply sooner/ \_\_\_\_\_ it's been  
so long since I last wrote/ \_\_\_\_\_ to write to you out of the blue
19. Send a \_\_\_\_\_ / \_\_\_\_\_ speak/ \_\_\_\_\_ someone
20. \_\_\_\_\_ again/ \_\_\_\_\_ in advance/ \_\_\_\_\_ for your email/ \_\_\_\_\_ for  
getting back to me so quickly/ \_\_\_\_\_ for your quick reply/ \_\_\_\_\_ for taking  
the time to see me yesterday/
21. \_\_\_\_\_ whom it may concern/ I'm writing \_\_\_\_\_ you concerning...
22. \_\_\_\_\_ soon!/ Thanks for \_\_\_\_\_ing back so quickly/ I am \_\_\_\_\_ing to you in  
connection with.../ I am \_\_\_\_\_ing to you concerning.../ I am \_\_\_\_\_ing to you  
about.../ I am \_\_\_\_\_ing (to you in order) to...
23. \_\_\_\_\_ sincerely/ \_\_\_\_\_ faithfully/ Sincerely \_\_\_\_\_ / \_\_\_\_\_

Use the mixed answers on the cards to help.

Check with the pairwork worksheets.