

Completing emailing phrases brainstorming

Work together to brainstorm **at least three** things for each gap below. Try to make the examples that you make up as different as possible, and try to make them specific to emailing. You may be able to use the same words in more than one place below.

1. Dear _____,
2. Hi _____
3. How _____?
4. Thanks _____.
5. I'm writing to you _____.
6. Sorry _____.
7. I'm afraid _____.
8. Please _____.
9. (I) hope _____.
10. Can you get back to me _____?
11. I look forward to/ I'm looking forward to _____.
12. _____ soon.

Compare with the suggested answers, checking any which are in your list but not in the answer key.

Which ones for each sentence are most suitable for you (in terms of formality and content)?

Choose a useful sentence and take turns continuing the same email from that point, one sentence each.

Test each other on the phrases in pairs:

- Read a selection of the things that go in the gaps until your partner remembers the sentence stem
- See how many things to go in one gap your partner can remember, helping them if they get stuck

Suggested answers

1. Dear – John/ Mr Smith/ Ms Jones/ Dr Humperdinck/ all/ Sir or Madam/ NOT Mr John/ NOT Mr John Smith/ NOT John Smith
2. Hi – John/ guys/ everyone/ (nothing)
3. How – was your weekend/ 's it going/ are things/ have you been/ 's the family
4. Thanks – for your rapid response/ for getting back to me so quickly/ for your email/ for meeting me last week/ for your interest in our company/ for a lovely meal on Saturday/ for your kind invitation/ for getting in touch/ again/ in advance/ RARE for your cooperation
5. I'm writing to you – to.../ in order... to/ about.../ regarding.../ in connection with.../ in reply to.../ because...
6. Sorry – (that) I couldn't be more help/ for not getting back to you sooner/ for the late reply/ (that) I haven't been in touch/ (that) it's been so long since I've been in touch/ to write to you out of the blue, but...
7. I'm afraid – I'm not allowed to give out that kind of information/ I'll be out of the country at that time/ the product which you have sent me doesn't seem to work
8. Please – let me know if that's okay/ get in touch if anything isn't clear/ feel free to contact me at any time/ see the attached document for more details/ find my CV attached/ accept my sincerest apologies for.../ say Hi to James from me/ give my regards to Mr Smith/ RARE get back to me asap
9. (I) hope – to meet you (again) soon/ that's okay/ that helps
10. Can you get back to me – by the end of the week/ in the next couple of days/ with your advice
11. I look forward to/ I'm looking forward to – seeing you then/ hearing from you/ hearing from you soon/ hearing your ideas/ doing business with you again soon/ RARE your quick reply
12. ... soon – Hope we can meet up again/ I look forward to hearing from you/ Write/ I look forward to meeting you