

## Emailing phrases tenses and verb forms review

Put the verbs below into the correct form in the gaps which are given, adding "to" or the correct form of "be" or "have" if you need to. Some don't need to be changed to be correct.

1. I \_\_\_\_\_(write) to you about the meeting next week.
2. Please phone us if you \_\_\_\_\_(get) lost.
3. Here's the information that you \_\_\_\_\_(ask) for.
4. I \_\_\_\_\_(attach) the XL document.
5. Any assistance you could give me with this matter \_\_\_\_\_(be) greatly appreciated.
6. I \_\_\_\_\_(complete) it next week, if that is okay with you.
7. I'm looking forward to \_\_\_\_\_(hear) from you soon.
8. I regret \_\_\_\_\_(inform) you that...
9. If you have any further questions, please \_\_\_\_\_(not hesitate) to contact me at any time.
  
10. I \_\_\_\_\_(not have) time to reply in detail at the moment, but I thought that I should let you know...
11. I'm afraid I \_\_\_\_\_(attend) a conference overseas on that day.
12. I \_\_\_\_\_(arrange) to visit one of your colleagues on Wed 25th March.
13. It \_\_\_\_\_(be) a pleasure to meet you yesterday.
14. I \_\_\_\_\_(be) very glad to fit you in any time after that.
15. I \_\_\_\_\_(do) it as soon as possible.
16. How about \_\_\_\_\_(come) for a drink with us on Tuesday?
17. I'm writing \_\_\_\_\_(enquire) about...
18. If you have any more questions, please \_\_\_\_\_(let) me know.
  
19. I \_\_\_\_\_(go) to a meeting in a minute but I thought I'd better let you know...
20. I'm sorry that it \_\_\_\_\_(take) me so long to reply to your email.
21. It \_\_\_\_\_(be) great to meet you yesterday.
22. I \_\_\_\_\_(like) to ask for some information about...
23. I \_\_\_\_\_(do) it immediately.
24. I'm looking forward to \_\_\_\_\_(receive) your comments.
25. \_\_\_\_\_(give) my regards to John.
26. I'm sorry \_\_\_\_\_(tell) you that...
  
27. I \_\_\_\_\_(visit) one of your colleagues on Wed 25th March, so I can see you then.
28. Long time no see. How \_\_\_\_\_(you be)?
29. You also \_\_\_\_\_(ask) me about...
30. I \_\_\_\_\_(get) back to you by Tuesday.
31. I \_\_\_\_\_(love) come, but...
32. Looking forward to \_\_\_\_\_(hear) from you.
33. The amount that you sent does not seem \_\_\_\_\_(be) correct.
34. If anything about that isn't clear, please \_\_\_\_\_(drop) me a line.

35. I \_\_\_\_\_ **(write)** to you in connection with the meeting next week.  
36. Thank you for your email, which I \_\_\_\_\_ **(just receive)**.  
37. Wednesday \_\_\_\_\_ **(be)** good, if that suits you.  
38. I \_\_\_\_\_ **(finish)** it as soon as I can.  
39. Please \_\_\_\_\_ **(pass)** my best wishes onto John.  
40. I'm looking forward to \_\_\_\_\_ **(see)** you then.  
41. This is just a quick note \_\_\_\_\_ **(say)**...
42. Hi Joyce. How \_\_\_\_\_ **(it go)**?  
43. If you look at page three of the document attached, you \_\_\_\_\_ **(see)** that...  
44. If you could get this finished by Friday, that \_\_\_\_\_ **(be)** a great help.  
45. Sorry for the delay in \_\_\_\_\_ **(arrange)** this.  
46. \_\_\_\_\_ **(answer)** your first question, ...  
47. Please \_\_\_\_\_ **(see)** the information below.

*If your teacher tells you, look at the hints below.*

*Check as a class or with the answer key.*

*Test each other on the same phrases:*

- Say a phrase with one word missing for your partner to complete
- Say a key word (in the correct form) then help your partner make a sentence out of it
- Choose a phrase and see if your partner can make an email including that phrase (saying it out loud or writing it down)
- Choose a phrase, say or write an email including that phrase, then see if your partner can reply to that

-----cover, fold or cut-----

*Hint 1: In each section above, each example is a different tense or verb form (e.g. one future, two different past tenses, and one present).*

*Hint 2: Each section is in the order:*

- Present tenses (sometimes with future meanings)
- Past tenses
- Future tenses (including "would")
- Just verbs (-ing form, imperative and infinitive with or without "to")

*There might be one or more of each kind.*

### Suggested answers

Other tenses may be possible, but make sure ones in the same section have different tenses in order to follow Hint 1 above.

1. I 'm writing (write) to you about the meeting next week.
2. Please phone us if you get (get) lost.
3. Here's the information that you asked (ask) for.
4. I 've attached (attach) the XL document.
5. Any assistance you could give me with this matter would be (be) greatly appreciated.
6. I 'll complete (complete) it next week, if that is okay with you.
7. I'm looking forward to hearing (hear) from you soon.
8. I regret to inform (inform) you that...
9. If you have any further questions, please do not hesitate (not hesitate) to contact me at any time.
  
10. I don't have (not have) time to reply in detail at the moment, but I thought that I should let you know...
11. I'm afraid I 'm attending (attend) a conference overseas on that day.
12. I 've arranged (arrange) to visit one of your colleagues on Wed 25th March.
13. It was (be) a pleasure to meet you yesterday.
14. I would be (be) very glad to fit you in any time after that.
15. I will do (do) it as soon as possible.
16. How about coming (come) for a drink with us on Tuesday?
17. I'm writing to enquire (enquire) about...
18. If you have any more questions, please let (let) me know.
  
19. I 'm going (go) to a meeting in a minute but I thought I'd better let you know...
20. I'm sorry that it took (take) me so long to reply to your email.
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22. I 'd like (like) to ask for some information about...
23. I 'll do (do) it immediately.
24. I'm looking forward to receiving (receive) your comments.
25. Give (give) my regards to John.
26. I'm sorry to tell (tell) you that...
  
27. I 'm visiting (visit) one of your colleagues on Wed 25th March, so I can see you then.
28. Long time no see. How have you been (you be)?
29. You also asked (ask) me about...
30. I 'll get (get) back to you by Tuesday.
31. I 'd love (love) come, but...
32. Looking forward to hearing (hear) from you.
33. The amount that you sent does not seem to be (be) correct.
34. If anything about that isn't clear, please drop (drop) me a line.



35. I 'm writing (write) to you in connection with the meeting next week.
36. Thank you for your email, which I (have) just received (just receive).
37. Wednesday would be (be) good, if that suits you.
38. I 'll finish (finish) it as soon as I can.
39. Please pass (pass) my best wishes onto John.
40. I'm looking forward to seeing (see) you then.
41. This is just a quick note to say (say)...
  
42. Hi Joyce. How 's it going (it go)?
43. If you look at page three of the document attached, you will see (see) that...
44. If you could get this finished by Friday, that would be (be) a great help.
45. Sorry for the delay in arranging (arrange) this.
46. Answering (answer) your first question,...
47. Please see (see) the information below.