



Email and Letter Phrases Sentence Transformations
FCE Writing/ Use of English Part Four

Make a sentence with the same sentence as the one given using the word in bold. You cannot change the word in bold in any way.

I am writing to you about...

regards

I am writing about...

connection

... which I saw advertised in The Guardian yesterday.

was

How are you?

hope

It was so nice to hear from you.

email

It was such a pleasure to...

happy

Sorry for taking so long to get back to you.

late

Sorry it's been so long since I last wrote.

writing

Please find my CV attached/ enclosed.

have

Firstly,...

all

Although your hotel promised an eat-all-you-like buffet,...

Despite

Unfortunately, I found that...

surprised

In reality,...

actual

Could you give some information on the office I will be working in?

know

I'd also like some information on the pay and conditions of the job.

tell

To answer your question about...

In

Furthermore,...

addition

Moving onto your second question,...

As

I demand all my money back.

full

Give my love/ regards to your husband.

Say

I can't wait to receive your next letter!

soon!

I look forward to your reply

hearing

If you need any more details, please contact me at any time.

hesitate

See you soon.

looking

Yours sincerely

Best



Suggested answers

Many other answers are possible

I am writing to you about...

I am writing to you with regards to...

I am writing about...

I am writing in connection with

... which I saw advertised in The Guardian yesterday.

... which was advertised in the Guardian yesterday.

How are you?

I hope you are well.

It was so nice to hear from you.

It was so nice to receive your email.

It was such a pleasure to...

I was so happy to...

Sorry for taking so long to get back to you.

Sorry for my late reply.

Sorry it's been so long since I last wrote.

Sorry for not writing for so long.

Please find my CV attached/ enclosed.

I have attached my CV.

Firstly,...

First of all,...

Although your hotel promised an eat-all-you-like buffet,...

Despite your hotel's promise of an eat-all-you-like buffet,...

Unfortunately, I found that...

I was (unpleasantly) surprised to find that...

In reality,...

In actual fact,...

Could you give some information on the office I will be working in?

I would like to know some information on the office I will be working in.



I'd also like some information on the pay and conditions of the job.

Could you also tell me about the pay and conditions of the job?

To answer your question about...

In answer to your question about.....

Furthermore,...

In addition,...

Moving onto your second question,...

As for your second question,...

I demand all my money back.

I demand a full refund.

Give my love/ regards to your husband.

Say "Hi" to your husband.

I can't wait to receive your next letter!

Write soon!

I look forward to your reply

I look forward to hearing from you soon.

If you need any more details, please contact me at any time.

If you need any more details, please do not hesitate to contact me (at any time).

See you soon.

(I'm) looking forward to seeing you soon.

Yours sincerely

Best regards