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.

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

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 __________/ ______ wish/ 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.