Email vocabulary and collocations

<table>
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<tr>
<th>Attach</th>
<th>Love</th>
<th>From</th>
<th>Mr</th>
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<td>Miss</td>
<td>Ms</td>
<td>Sir</td>
<td>Sirs</td>
<td>Madam</td>
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<td>Paragraphs</td>
<td>Memo</td>
<td>Note</td>
<td>Concern</td>
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<tr>
<td>CC</td>
<td>BCC</td>
<td>Best</td>
<td>Unfortunately,</td>
<td>XXX</td>
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<tr>
<td>XOXO</td>
<td>Hugs</td>
<td>Kisses</td>
<td>Hi</td>
<td>Forward</td>
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<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>
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<td>Faithfully</td>
<td>Cheers</td>
<td>Advance</td>
<td>Soon</td>
<td>Hesitate</td>
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<td>Thanks/Thank you</td>
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<td>Sorry</td>
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<td>pp.</td>
<td>Write</td>
<td>PS</td>
<td>PPS</td>
<td>(In-)convenience</td>
</tr>
</tbody>
</table>

Try to define words and sentences above without using the word on the cards. When your partner has guessed, swap roles and move onto the next one. Things you could talk about:

- **Formality**
- **Collocations**
- **Meaning**
- **Example sentences (with gaps)**

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.

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Email vocabulary pairwork guessing game
Student A
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.

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

Email collocations pairwork guessing game
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…/ (in order) to…
Yours – Yours sincerely/ Yours faithfully/ Sincerely yours/ Yours

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The no pairwork version

Which word is each list connected to?

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 ______ / _________

Compare your answers with the next page.

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The no pairwork version answer key

1. Attach – Please find the report attached/ As you can see from the attachment…
2. Best – All the best/ Best wishes/ Pass my best wishes on to John/ Best regards
3. (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
4. Dear – Dear Sir or Madam/ Dear Mr Case/ Dear Alex/ Dear Sirs
5. Forward – I look forward to hearing from you soon/ Please forward this to John
6. Hear – I look forward to hearing from you (soon)/ Hope to hear from you soon/ It was really nice to hear from you
7. Hi – Hi/ Hi John/ Say “Hi” to Steve from me/ Julie says “Hi”
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12. Note – This is just a quick note to say…/ Please note that…/ NB
13. 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
14. Reference – With reference to…/ Your ref:/ Our ref:/ Reference number
15. Regards – Best regards/ Give my regards to John/ Regards
16. See – See you (soon/ then)/ It was a pleasure to see you again last week/ Hope to see you again soon
17. Soon – I look forward to hearing from you soon/ See you soon/ Write soon
18. 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
19. Text – Send a text/ Textspeak/ Text someone
20. 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
21. To - To whom it may concern/ I’m writing to you concerning…
22. Write – Write soon!/ Thanks for writing back so quickly/ I am writing to you in connection with…/ concerning…/ about…/ (in order) to…
23. Yours – Yours sincerely/ Yours faithfully/ Sincerely yours/ Yours

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