



Common Emailing Phrases

Pick phrases from below and try to imagine an email to someone in your context using that phrase or those phrases, using your own ideas where there is "...". Use several phrases in the same email if you can, but you'll also need to make up whole sentences which aren't below. When there is more than one of a card, use different sentences each time. You can discard cards when you have used, but you can use the same card more than once if you like.

Ask your teacher about any you couldn't use, then brainstorm at least two typical phrases for each of the sentence stems below, maybe writing in the spaces given. When the same phrase is given more than once, it is to be used in more than one position.

Opening

Dear...
Hi...
To:...
Thanks/ Thank you...
I am writing...
It was so nice to...
It was a pleasure (for me) to...
I was delighted...
I was sorry to...
This is just a quick note to say...
Sorry to write out of the blue, but...
(I) hope...
(I'm) sorry...
How...?
As (you) requested/ suggested/ instructed,...



Body

I would be grateful...
Could you...?
..., if that is convenient with you.
I'm afraid.../ I'm sorry, but.../ Unfortunately,...
Is it okay/ Would it be okay...?
As you may be aware,...
This is because...
I wasn't sure...
Please find...

Closing

I look forward to...
If...
I'll...
See you...
Thanks/ Thank you...
... would be gratefully accepted/ would be greatly appreciated.
(I'm) sorry...
(I) hope...



Match these cards to the sentence stems above.

I couldn't be more help/ for any inconvenience caused/ for the late notice.
to see you again soon/ to have the chance to meet face to face soon/ to get a reply from my boss by Friday/ you get well soon.
first name/ everyone/ guys
All staff/ All academic staff/ PhD students (<i>NOT name RARE whom it may concern</i>)
to meet you yesterday/ hear from you (again)/ receive your invitation.
meet you yesterday/ attend the conference.
to meet you last week/ to hear that you'd be attending our conference.
hear the news about the typhoon last week/ miss you when you visited last week/ have to cancel our last meeting.
that I'll be a little late tomorrow/ I haven't forgotten about your request.
I was hoping you could put me in touch with.../ I believe you could help me with...
you had a good weekend/ you are well/ you and your family are well.
to reply so late/ for my late reply/ to hear that you can't make the meeting.
's it going/ are things/ 's life?
I have.../ I am planning to...
if you could.../ for any help you can give me with...



let me know if.../ help me with.../ possibly...?
to bring a colleague with me/ to share your email with my colleagues?
of our privacy policy/ of transport disruption due to the typhoon/ of safety concerns.
whether I was supposed to.../ who I should contact about this but...
...attached/ the information below.
seeing you again soon/ your reply/ hearing from you/ hearing from you soon/ your next visit to Japan.
you need any further information, please do not hesitate to contact me./ anything isn't clear, please let me know./ you need more info, please drop me a line.
write again by the end of today/ also put this information on our website/ get back to you as soon as I can/ make sure this doesn't happen again.
soon/ tomorrow/ then.
(to you) to ask for.../ to inform you about.../ to invite you.../ about.../ in connection with.../ with regards to...
a typhoon is approaching/ there will be a conference next weekend/ the rules on... have recently changed.
first name/ Mr + family name/ Ms + family name/ Dr + family name/ Professor + family name/ all/ Sir or Madam (<i>NOT Professor NOT teacher NOT my friend</i>)
for your email yesterday/ for your advice on my dissertation/ for attending the induction session yesterday.
I will be available on Tuesday afternoon/ I will be visiting London and would like to meet up then
I'm not available at that time/ I have a meeting at that time/ we are not permitted to provide that kind of personal information.



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in advance/ again/ for your understanding/ for your patience (*RARE taking the time to read this email RARE for your cooperation*)

Any help you can give me/ Any feedback

Suggested answers

Dear first name/ Mr + family name/ Ms + family name/ Dr + family name/ Professor + family name/ all/ Sir or Madam (<i>NOT Professor NOT teacher NOT my friend</i>)
Hi + first name/ everyone/ guys
To: All staff/ All academic staff/ PhD students (<i>NOT name RARE whom it may concern</i>)
Thanks/ Thank you for your email yesterday/ for your advice on my dissertation/ for attending the induction session yesterday.
I am writing (to you) to ask for.../ to inform you about.../ to invite you.../ about.../ in connection with.../ with regards to...
It was so nice to meet you yesterday/ hear from you (again)/ receive your invitation.
It was a pleasure (for me) to meet you yesterday/ attend the conference.
I was delighted to meet you last week/ to hear that you'd be attending our conference.
I was sorry to hear the news about the typhoon last week/ miss you when you visited last week/ have to cancel our last meeting.
This is just a quick note to say that I'll be a little late tomorrow/ I haven't forgotten about your request.
Sorry to write out of the blue, but I was hoping you could put me in touch with.../ I believe you could help me with...
(I) hope you had a good weekend/ you are well/ you and your family are well.
(I'm) sorry to reply so late/ for my late reply/ to hear that you can't make the meeting.
How's it going/ are things/ 's life?
As (you) requested/ suggested/ instructed, I have.../ I am planning to...
I would be grateful if you could.../ for any help you can give me with...
Could you let me know if.../ help me with.../ possibly...?
I will be available on Tuesday afternoon/ / I will be visiting London and would like to meet up then, if that is convenient with you.
I'm afraid.../ I'm sorry, but/ Unfortunately, I'm not available at that time/ I have a meeting at that time/ we are not permitted to provide that kind of personal information.
Is it okay/ Would it be okay to bring a colleague with me/ to share your email with my colleagues?
As you may be aware, a typhoon is approaching/ there will be a conference next weekend/ the rules on... have recently changed.
This is because of our privacy policy/ of transport disruption due to the typhoon/ of safety concerns.



I wasn't sure whether I was supposed to.../ who I should contact about this but...
Please find... attached/ the information below.
I look forward to seeing you again soon/ your reply/ hearing from you/ hearing from you soon/ your next visit to Japan.
If you need any further information, please do not hesitate to contact me./ anything isn't clear, please let me know./ you need more info, please drop me a line.
I'll write again by the end of today/ also put this information on our website/ get back to you as soon as I can/ make sure this doesn't happen again.
See you soon/ tomorrow/ then.
Thanks/ Thank you in advance/ again/ for your understanding/ for your patience (<i>RARE taking the time to read this email RARE for your cooperation</i>).
Any help you can give me/ Any feedback would be gratefully accepted/ would be greatly appreciated.
(I'm) sorry I couldn't be more help/ for any inconvenience caused/ for the late notice.
(I) hope to see you again soon/ to have the chance to meet face to face soon/ to get a reply from my boss by Friday/ you get well soon.

Test each other on the phrases above:

1. Read the parts above with the bit in bold left out until your partner guesses what is missing
2. Read out the part in bold and help your partner to come up with as many phrases as they can

Test/ Homework

Using the (blank or filled) copy of the sentence stems that your teacher gives you, in the time set, write emails using as many of the phrases as you can, also thinking about:

- Consistent formality
- Paragraphing