

### 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.

*Hint 1: In each section above each example is a different tense or verb form.*

*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")

*The phrases are mixed inside each of those categories.*

### Suggested answers

Note that other tenses may be possible, but make sure ones in the same section have different tenses.

- 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.
- 21 It \_\_\_\_\_was \_\_\_\_\_(be) great to meet you yesterday.
- 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.