

LETTERS:	INFORMAL	SEMI-FORMAL	FORMAL
Taking an invitation	<p>Let me tell you when & where ...</p> <p>By the way, it's a fancy dress party/formal ceremony ...</p> <p>You can stay over if you like ...</p> <p>There'll be plenty of food/drink ...</p> <p>You won't need to bring anything ...</p>	<p>These are the details of ...</p> <p>It will be a fancy dress party/formal occasion ...</p> <p>If you need somewhere to stay ...</p> <p>Refreshments will be provided ...</p> <p>It won't be necessary to ...</p>	<p>The party/wedding/ceremony will be held on ... at ...</p> <p>Be advised that the party/occasion is ...</p> <p>Accommodation can be provided by arrangement ...</p> <p>The catering arrangements have been made ...</p> <p>You will not be required to ...</p>
Accepting an invitation	<p>What a great way to celebrate ...</p> <p>By the way, if you need help with ...</p> <p>Can I bring my friend, Brian?</p>	<p>It's a wonderful way to celebrate ...</p> <p>If you would like any help ...</p> <p>Could I invite a friend to come too?</p>	<p>I'm sure it will be a wonderful occasion.</p> <p>Should you require assistance ...</p> <p>Would it be possible for ... to accompany me?</p>
Refusing an invitation	<p>I can't make it because ...</p> <p>I've got plans for that weekend ...</p>	<p>I won't be able to come because ...</p> <p>I have already arranged to ...</p>	<p>I am unable to attend due to ...</p> <p>I am otherwise engaged ...</p>
Asking for information	<p>Do you know anything about ...</p> <p>I also need to know about ...</p> <p>I want to find out about ... as well.</p> <p>Can you also let me know if ...</p> <p>I would be glad to ...</p>	<p>Do you have information about ...</p> <p>I would also like to know ...</p> <p>In addition, could you tell me ...</p> <p>Please could you also ...</p> <p>I would be grateful for ...</p>	<p>What information do you hold on ...</p> <p>Could you also provide details of ...</p> <p>Furthermore, it would be useful to have information concerning ...</p> <p>Please would you include ...</p> <p>... would be appreciated ...</p>
Giving information	<p>I have sent you a ...</p> <p>To answer your question about ...</p> <p>Did you know that ...?</p> <p>This information should help you ...</p>	<p>This letter includes a ...</p> <p>In response to your enquiry about ...</p> <p>Were you aware of ...?</p> <p>This information should be useful to you ...</p>	<p>Please find enclosed a ...</p> <p>Regarding your request for ...</p> <p>May I bring to your attention ...</p> <p>The following information may be of use to you ...</p>
Apologising	<p>I'm really sorry for/about ...</p> <p>It wouldn't have happened if ...</p> <p>I admit that it was my fault ...</p> <p>I didn't mean to ...</p>	<p>I apologise for ...</p> <p>It happened because of ...</p> <p>I am to blame for ...</p> <p>It was not intentional ...</p>	<p>Please accept my apologies for ...</p> <p>The situation arose due to ...</p> <p>The fault is entirely mine ...</p> <p>It was not my intention to ...</p>
Making requests	<p>I really need ...</p> <p>Can I ask you to ...</p>	<p>I'd like ...</p> <p>Could I ask you to ...</p>	<p>I wish to request ...</p> <p>Would it be possible for you to ...</p>
Giving advice	<p>Why don't you ...</p>	<p>If I were you, I'd ...</p>	<p>I would suggest that ...</p>

Appendix IIa: Opening and Closing Remarks for Letters

LETTERS:	INFORMAL	SEMI-FORMAL	FORMAL
Giving information			
Opening Remarks:	I've looked into ...	I'm writing in reply to your letter asking for information on ...	I am writing in response to your letter requesting information on ...
Closing Remarks:	Hope this was what you wanted ...	I hope you find this useful...	Do not hesitate to contact me should you require further assistance.
Thanking sb			
Opening Remarks:	Thanks a lot for ...	Thank you very much for ...	I am writing to express my gratitude for ...
Closing Remarks:	Thanks again!	It was very good of you to ...	I am extremely grateful for ...
Apologising			
Opening Remarks:	I'm really sorry about ...	I am writing to apologise for ...	I am writing to offer my sincere apologies regarding ...
Closing Remarks:	Please say you'll forgive me ...	Please accept my apology ...	Once again, please accept our sincerest apologies ...
Congratulating sb			
Opening Remarks:	I'm just writing to say well done ...	I was really happy/pleased to hear that ...	May I congratulate you on ...
Closing Remarks:	Well done!	You really deserve (your) success.	Once again, congratulations.
of Application			
Opening Remarks:	—	—	I am writing to apply for the position ...
Closing Remarks:	—	—	I look forward to hearing from you ...
of Complaint			
Opening Remarks:	—	—	I am writing to draw your attention to ...
Closing Remarks:	—	—	I hope that this matter can be resolved ...
Making Requests			
Opening Remarks:	Could you do something for me?	I wondered if you could possibly do me a favour.	I would be most grateful if you could ...
Closing Remarks:	I hope you can help me out.	I hope it isn't too much trouble.	Thank you in advance for your assistance in this matter.

LETTERS:	INFORMAL	SEMI-FORMAL	FORMAL
Giving news:			
Opening Remarks:	(You'll never) guess what ...	I'm writing to tell you about ...	I am writing to inform you of ...
Closing Remarks:	That's all my news for now ...	Write and tell me your news.	I would appreciate your thoughts on this matter.
Making an invitation:			
Opening Remarks:	I'm writing to invite you to ...	We would be very pleased if you could come ...	We would be honoured if you could attend ...
Closing Remarks:	Hope you can make it – it'll be great fun!	Please let us know if you can come.	We would be grateful if you could notify us regarding whether ...
Accepting an invitation:			
Opening Remarks:	Thanks a lot for the invitation. I'd love to come ...	Thank you for your kind invitation; we would love to join you ...	Thank you for your kind invitation. We would be delighted to attend ...
Closing Remarks:	See you then!	We look forward to seeing you.	Thank you once more for your kind invitation.
Refusing an invitation:			
Opening Remarks:	Thanks a lot for the invitation but I won't be able to make it ...	Thank you for your kind invitation. However, we will not be able to come ...	Thank you for your kind invitation. Unfortunately, we will be unable to attend ...
Closing Remarks:	Sorry again. Maybe next time!	Perhaps we can get together soon.	I hope that in the future we might have the opportunity to meet.
Asking for advice:			
Opening Remarks:	I've got a problem, and I think you can help.	I'd really like your advice about/on ...	I am writing to request some advice concerning ...
Closing Remarks:	Write back soon and tell me what you think.	I really hope you can help me.	I would greatly appreciate your assistance in this matter.
Giving advice:			
Opening Remarks:	I'm sorry to hear ... and I think I can help.	I'm very sorry to hear that you're having problems with ...	I am writing with regard to your letter requesting advice concerning ...
Closing Remarks:	Let me know what happens.	I hope everything turns out well.	I hope to have been of assistance to you.
Asking for information:			
Opening Remarks:	I'm thinking of ... and I wondered if you could help me out	I'm considering ... and I'd like it if you could give me some information.	I would greatly appreciate it if you could provide me with some information on ...
Closing Remarks:	Hope you can help!	I would appreciate any help you can give me ...	Thank you in advance for your kind cooperation ...

To give examples:	<p><i>For instance, / For example, by running, swimming or jogging three times a week you feel younger and live longer.</i></p> <p><i>By taking regular exercise such as / like running, swimming or jogging you feel younger and live longer.</i></p> <p><i>If you want to feel younger and live longer, you should take regular exercise, particularly, / in particular, / especially, running, swimming or jogging.</i></p>
To show contrast:	<p><i>Seatbelts are known to save lives, yet / however, / nevertheless, / but / nonetheless, many people refuse to wear them.</i></p> <p><i>Although / Even though / In spite of the fact that / Despite the fact that seatbelts are known to save lives, many people refuse to wear them.</i></p>
To show time:	<p><i>Turn the dial when / whenever / before / as soon as / the buzzer sounds.</i></p> <p><i>I haven't been back home since 1982.</i></p> <p><i>We met as I was crossing the street.</i></p> <p><i>I saw him while I was crossing the street.</i></p> <p><i>We never see each other now that they've moved to another neighbourhood.</i></p>
Relatives:	<p><i>That's the woman who lives next door to me.</i></p> <p><i>He's the man whose car was stolen yesterday.</i></p> <p><i>That's the cat which scratched me.</i></p> <p><i>London is the city where I was born.</i></p>
To introduce a conclusion:	<p><i>Finally, / Lastly, / All in all, / Taking everything into account, / On the whole, / All things considered, / In conclusion, / To sum up, no one is likely to find a cure for the common cold in the near future.</i></p>

Appendix I: Linking Words / Phrases

To state personal opinion:	<i>In my opinion, / In my view, / To my mind, / (Personally) I believe that / I feel (very) strongly that / It seems to me that / I think that people should be encouraged to use public transport in the city.</i>
To list advantages and disadvantages:	<i>One advantage of / Another advantage of / One other advantage of / The main advantage of / The greatest advantage of / The first advantage of having your own business is that you do not have to take orders.</i> <i>One disadvantage of / Another disadvantage of / One other disadvantage of / The main disadvantage of / The greatest disadvantage of / The first disadvantage of having your own business is that you have to work long hours.</i>
To list points:	<i>First(ly), / First of all, / In the first place, / To start with, / To begin with, / Secondly, / Thirdly, / Finally, everyone knows that smoking is extremely bad for one's health.</i>
To show sequence:	<i>BEGINNING: First, / To start with, / To begin with, / First of all, get everyone out of the building.</i> <i>CONTINUING: Secondly, / After this/that, / Then, / Next, call the fire brigade.</i> <i>CONCLUDING: Finally, / Lastly, / Last but not least keep a safe distance from the fire.</i>
To add more points on the same topic:	<i>What is more, / Furthermore, / Moreover, / Apart from this/that, / In addition (to this), / Besides (this), dogs are very useful in police work.</i> <i>Dogs are also very useful in police work.</i> <i>Dogs are very useful in police work too.</i> <i>Not only do dogs help the blind, but they are very useful in police work as well.</i>
To show cause:	<i>The BBC decided not to show the programme because / due to the fact that / since / as it would upset too many people.</i> <i>The programme would upset too many people; for this reason / therefore the BBC decided not to show it.</i>
To show effect / result / consequences:	<i>She won a scholarship therefore, / so / consequently, / as a consequence, / as a result, / for this reason, she was able to continue her studies.</i>
To show purpose:	<i>He decided to learn Russian so that he could read Tolstoy.</i> <i>He decided to learn Russian so as to / in order to read Tolstoy.</i>

To express similarity:	<i>Brushing your teeth daily is fundamental for good oral hygiene; similarly, likewise, in the same way, not eating food containing sugar between meals also promotes oral hygiene.</i>
To give an alternative:	<i>We could use (either) a chain-saw or an axe. We could use an axe. On the other hand, Alternatively, a chain-saw would be simpler and faster.</i>
To express condition:	<i>His father promised to buy him a car on condition that, provided (that), providing (that), only if, as long as he passed his exams to enter university. In the event of a fire alarm, In the event that, If a fire alarm should ring, leave by the nearest fire exit quickly and quietly. Take a map in case you become disorientated. Do you happen to know whether (or not) this is the most direct route? You should call her otherwise, or (else) she will start to become worried.</i>
To express the consequence of a condition:	<i>The price of underground tickets is due to increase again; consequently, then, so, in which case, I will start taking the bus. I'm hoping to get paid today; if so, I'll be going out tonight, if not, otherwise, it'll be another night in front of the TV.</i>
To express comparison:	<i>My best friend is as intelligent as, more intelligent than, twice as intelligent as, less intelligent than me.</i>
To conclude:	<i>Finally, Lastly, All in all, Taking everything into account/consideration, On the whole, All things considered, In conclusion, On balance, For the above mentioned reasons, Therefore I feel that, To sum up, it is unlikely that there will be peace in all the countries of the world concurrently.</i>
Time:	<i>Press the button when, whenever, before, until, till, after the light comes on. There have been no earthquakes since July last year. He saw her as he was leaving the shop. He saw her while he was waiting. I never see him now that his hours have changed.</i>
Relatives:	<i>It was those people over there who/that did it. That's the witness whose testimony will be heard later on today. That's the judge who/that will adjudicate your claim. That's the lawcourt where you will be tried. That's the woman who/whom/that I think was responsible.</i>
Reference:	<i>I am writing to advise you of a meeting regarding, concerning the upcoming award presentation ceremony. I am writing with respect/regard/reference to, in regard/reference to your recently published article on vivisection.</i>
Summarising:	<i>In short, Briefly, To put it briefly, his performance on stage was fantastic!</i>

emphasise a point:	<i>Indeed, Naturally, Clearly, Obviously, Of course, Needless to say, the scheme was bound to fail due to insufficient funds.</i>
express reality:	<i>It is a fact that, In effect, In fact, As a matter of fact, The fact of the matter is (that), Actually, In practice</i> <i>Indeed, smoking over a long period of time will seriously increase the risk of heart disease.</i>
express the difference between appearance and reality:	<i>Initially, At first, the proposal was viewed with suspicion but after much deliberation it was finally accepted.</i>
give examples:	<i>For instance, For example, by establishing day-care centres across the country, working mothers can be encouraged to resume their careers.</i> <i>By providing incentives such as, like day-care centres working mothers are encouraged to resume their careers</i> <i>If working mothers are to resume their careers then the provision of incentives particularly, in particular, especially day-care centres is essential.</i>
make general statements:	<i>As a (general) rule, By and large, Generally, In general, On the whole, countries nearer the equator have warmer climates.</i>
make partially correct statements:	<i>Up to a point, To a certain extent/degree, To some extent/degree, In a sense, In a way, To a limited extent, this is true but computers will always need human input.</i>
express limit of knowledge:	<i>To the best of my knowledge, As far as I know, Canary Wharf is the tallest building in London.</i>
state other people's opinion:	<i>It is popularly believed that, People often claim that, It is often alleged that, Some people argue that, Many argue that, Most people feel that, Some people point out that wealth will bring happiness.</i> <i>Contrary to popular belief, wealth does not necessarily bring happiness.</i>
make contrasting points:	<i>It is a well-known fact that living in the city is harmful to one's health yet, however, nevertheless, but, even so, still, nonetheless, a lot of people move to the city every year in search of a better future.</i> <i>Although, Even though, Regardless of the fact that, In spite of the fact that, Despite the fact that, While it is a well-known fact that living in the city is harmful to one's health, a lot of people move to the city every year in search of a better future.</i>
express balance (the other side of the argument):	<i>Opponents of using animals in experiments argue, claim, believe that alternative methods of testing can always be used.</i> <i>While it is true to say that genetic engineering holds the key to solving many of the world's serious problems, in fact it should be viewed with caution.</i> <i>The fact that a great number of university graduates cannot find employment contradicts the belief/idea that a university education is the key to a successful career.</i>
negative addition:	<i>Neither smoking nor consuming too much alcohol are considered healthy.</i> <i>Smoking is not considered healthy; nor, neither is consuming too much alcohol.</i> <i>Smoking is not considered healthy and consuming too much alcohol isn't; either.</i>
express exception:	<i>He had collected every edition of the magazine apart from, but, except (for) one.</i>
clarify/rephrase:	<i>In other words, That is to say, To put it another way, if you drive more carefully you are less likely to have an accident.</i>

Appendix: Linking Words / Phrases

Personal opinion:	<i>In my opinion/view, To my mind, To my way of thinking, I am convinced that, It strikes me that, It is my firm belief that, I am inclined to believe that, It seems to me that, As far as I am concerned, I think that the economic recession of the previous decade was foreseeable.</i>
To list advantages and disadvantages:	<p><i>One advantage of, Another advantage of, One other advantage of, A further advantage of, The main advantage of, The greatest advantage of, The first advantage of riding a motorbike in a large metropolis is that of not getting caught in major congestion.</i></p> <p><i>One disadvantage of, Another disadvantage of, One other disadvantage of, A further disadvantage of, The main disadvantage of, The greatest disadvantage of, The first disadvantage of driving a car in a large metropolis is that of finding a parking space.</i></p>
To list points:	<i>Firstly, First of all, In the first place, Secondly, Thirdly, Finally, To start/begin with, we have to address the inadequacies within the education system before we can tackle unemployment fully.</i>
To list points in a specific sequence:	<p><i>BEGINNING - First, To start/begin with, First of all, the Home Secretary will make an introductory speech.</i></p> <p><i>CONTINUING - Secondly, After this/that, Afterwards, Then, Next, the Prime Minister will speak.</i></p> <p><i>CONCLUDING - Finally, Lastly, Last but not least, the Chancellor of the Exchequer will announce the new budget.</i></p>
To add more points to the same topic:	<p><i>What is more, Furthermore, Apart from this/that, In addition (to this), Moreover, Besides (this), ... not to mention the fact that your choice of career is a fundamental decision which will influence the rest of your life.</i></p> <p><i>Not only is your choice of career a fundamental decision, but it is also one that will influence the rest of your life.</i></p> <p><i>Your choice of career is both a fundamental decision and something that will influence the rest of your life.</i></p>
To refer to other sources:	<i>With reference to, According to the latest scientific research, the use of mobile phones can be damaging to one's health in the long run.</i>
To express cause:	<p><i>The man was acquitted of the crime because, owing to the fact that, due to the fact that, on the grounds that, since, as there wasn't any substantial evidence.</i></p> <p><i>In view of, Because of, Owing to the lack of substantial evidence the man was acquitted of the crime.</i></p> <p><i>There was a lack of substantial evidence; for this reason the man was acquitted.</i></p> <p><i>Seeing that there was a lack of substantial evidence, the man was acquitted.</i></p> <p><i>The man is to be retried now that some new evidence has come to light.</i></p>
To express effect:	<i>There was a sudden deluge; thus, therefore, so, consequently, as a result, as a consequence, he sprinted home.</i>
To express purpose:	<p><i>Due to the storm, the pilot decided to turn back, so that the flight would not be jeopardized.</i></p> <p><i>Due to the storm, the pilot decided to turn back, so as to / in order to avoid jeopardizing the flight.</i></p> <p><i>Due to the storm, the pilot decided to turn back, ≤ in case the flight was jeopardized.</i></p> <p><i>They purchased the old mansion with the intention of ...</i></p>