

Email vocabulary and collocations

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

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.



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.../ about.../ (in order) to...

Yours – Yours sincerely/ Yours faithfully/ Sincerely yours/ Yours



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 in-
formation, _____ 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.



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”
8. **In** – In connection with/ In advance
9. **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
10. **Love** – Love from/ Lots of love/ Send my love to John/ John sends his love
11. **Mail** – Snail mail/ I’ve sent you a hard copy in the mail
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