



Formal Language

Business English refers to the way English used professional business settings, such as offices. Business English requires formal language. Match each informal statement to its formal (business appropriate) version.

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|-----------|----------------------------|---|--|
| _____ 1. | What do you need? | A | With regard to |
| _____ 2. | Thanks for your email. | B | I can assure you that |
| _____ 3. | Sorry, I can't make it. | C | We note from our records that you have not |
| _____ 4. | I'm sorry to tell you that | D | Please let us know your requirements. |
| _____ 5. | I promise | E | I was wondering if you could |
| _____ 6. | Could you | F | We would like to remind you that |
| _____ 7. | You haven't | G | Thank you for your recent email. |
| _____ 8. | Don't forget | H | I am afraid I will not be able to attend. |
| _____ 9. | I need to | I | Would you like me to |
| _____ 10. | Shall I | J | I would be grateful if you could |
| _____ 11. | Please could you | K | Please accept our apologies for |
| _____ 12. | I'm sorry for | L | It is necessary for me to |
| _____ 13. | About | M | We regret to advise you that |