

# 56

## Writing a letter

Look at these two letters. One of them is formal, the other is informal. In each letter, choose the word or expression that is most appropriate to the register of the letter. In a few cases, it may be possible to use either. There is an example in each letter (0).

### An informal letter

Dear Marcus

(0) Thank you very much / ~~Thanks a lot~~ for your postcard. (1) It was great to hear from you again / I very much appreciated your early reply, and I'm really looking forward to seeing you in Paris next week. Anyway, (2) as you requested / you asked me about my (3) plans / itinerary for the trip, and here they are.

I will (4) depart / leave Heathrow Airport at about nine o'clock and should arrive in Paris at about ten o'clock. At quarter past one I will (5) go to / attend the student conference at the International Centre. This (6) commences / begins at about half past one, stops for tea at four and then (7) recommences / starts again at five (I have been (8) told / informed there is a restaurant (9) on the premises / there, so I won't go hungry!). The whole thing ends at about seven, when I'll go to check into my hotel.

(10) I regret / I'm sorry that I (11) am unable to / can't meet you as soon as I arrive, but (12) do you fancy meeting / would you like to meet me later, at about half past eight? (13) Why don't we meet / I suggest meeting at the *Belle Vache* restaurant on the Boulevard Beaumarchais, which is (14) handy / convenient for my hotel. (15) It would be great / I would be grateful if you could let me know what you think.

I hope (16) that's everything / I have covered the main points. If you (17) require / need any (18) more / further information, feel free to (19) contact me / give me a call on my mobile.

Please (20) give my kindest regards / give my love to Nadine and Odile.

(21) Keep in touch / I look forward to hearing from you soon.

(22) Yours sincerely / Best wishes

Robert

## A formal letter

Dear Mr Pearson

(0) **Thank you very much** / Thanks a lot for your letter of 23 February.

(1) **It was great to hear from you again** / I very much appreciated your early reply. (2) As you requested / you asked me about, here is the

(3) **plans / itinerary** for my trip to France next week.

9.00 (4) **Depart / Leave** London-Heathrow on BA flight 264

10.15 Arrive Paris-Orly

1.15 (5) **Go to / Attend** student conference at the International Centre.

This (6) **commences / begins** at about 1.30, breaks for tea at 4.00 and then (7) **recommences / starts again** at 5.

7.30 Meeting ends. Check into Campanile Hotel at Place de la Bastille.

(8) I regret / I'm sorry that I (9) **am unable to / can't** meet you until the following day, as I have an important meeting in the evening. (10) I **suggest meeting / Why don't we meet** at your office, as this would be (11) **handy / convenient** for all of us. Or (12) **do you fancy meeting / would you like to meet** me at the International Centre? I have been (13) **told / informed** that they have private meeting room facilities (14) **on the premises / there** which we could use.

I hope (15) **that's everything / I have covered the main points**. If you (16) **require / need** any (17) **more / further** information, please do not hesitate to (18) **contact me / give me a call** at the above address. In the meantime, (19) I would be grateful / it would be great if you would call me to confirm the location for our meeting.

Please (20) **give my kindest regards / give my love** to Mrs Langsdale.

(21) **Keep in touch / I look forward to hearing from you soon**.

(22) **Yours sincerely / Best wishes**

*Robert Watkins*

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