

Emailing Phrases- Tenses and Verb Forms

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 **will** write to you about the meeting next week.
- 2 Here’s the information that you **were** asking for.
- 3 I **have to** attach the XL document.
- 4 Any assistance you could give me with this matter, I **will** be greatly appreciated.
- 5 I **will** complete it next week, if that is okay with you.
- 6 I’m looking forward to hear from you soon.
- 7 I regret **to** inform you that...
- 8 If you have any further questions, please **don't** hesitate to contact me at any time.
- 9 I **do** not have time to reply in detail at the moment, but I thought that I should let you know...
- 10 I’m afraid I **have** attended a conference overseas on that day.
- 11 I arrange to visit one of your colleagues on Wed 25th March.
- 12 It **was** a pleasure to meet you yesterday.
- 13 I **will** be very glad to fit you in any time after that.
- 14 How about coming for a drink with us on Tuesday?
- 15 I’m writing **to** enquire about...
- 16 If you have any more questions, please let me know.
- 17 I’m **going** to a meeting in a minute but I thought I’d better let you know...
- 18 I’m sorry that it takes me so long to reply to your email.
- 19 It **was** great to meet you yesterday.
- 20 I like to ask for some information about...
- 21 I’m looking forward to receive your comments.
- 22 give my regards to John.
- 23 I’m sorry **to** tell you that...
- 24 I **will be** visiting one of your colleagues on Wed 25th March, so I can see you then.

25 You also asked me about...

26 I will get back to you by Tuesday.

27 Looking forward to hear from you.

28 The amount that you sent does not seem to be correct.

29 If anything about that isn't clear, please drop me a line.