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By Andrew Miles



101 Ways to Write It in Business English

By Andrew D. Miles

Foreword

This is an abridged version of my book, *400 Ways to Say It in Business English*, which can be bought at www.amazon.com.

101 Ways to Write It in Business English is for people who want a quick guide on what to write in different situations at work. Five examples have been included for each function so readers can find the phrase that best suits their needs.

All in all, a choice of five hundred expressions to help you write business English more effectively.

About this Ebook

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**100
Ways to
Say
It in
Business
English**

**130
Mistakes
Students Do
(Oh Sorry!)
Make**

**500
Common
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1. Start writing

To begin with

To begin with, we will review HXV's performance so far.

Let's start by

Let's start by analysing some figures. We will revise the whole balance sheet at the end of this review.

First of all

First of all, I'll address the situation we faced last month. Then we will go over lessons learnt.

We will describe

We will describe the problem in the first lines of this report.

Why am I writing?

Why am I writing this note? To save you time and money, so please read it carefully.

Mr & Mr.

We follow the British spelling (Mr, Ms, Ltd) but the American way is also correct (Mr., Ms., Ltd.).

2. Introduce a summary

Briefly

To put it briefly, Mr Stevens messed the whole business.

In a few words

In a few words, no one has claimed compensation yet though we are technically liable for damages.

In a nutshell

In a nutshell, the Africa operation has not turned out in the way we expected.

Let's start with a synopsis

Let's start with a synopsis. It will just take three lines. I shall then develop my thesis in chapters two and three.

I'll outline

I'll outline the issue in the paragraph below.

3. Explain your purpose

The reason

The reason I am writing is to try a rapprochement with your attorney, who seems adamant to bring us to court.

Our aim

Our aim is to rationalise manufacturing with the help of this manual. Please make twenty copies and distribute them to our factories.

I'd like you to understand

I'd like you to understand from this report is that our firm is sound.

My objective

My last email's objective was to solve every misunderstanding, so I am open to any comment you might have.

We intend

We intend, by means of this document, to prove that we are not guilty.

4. Present items in order

First, second, to end

First, we will read about costs; second, we'll see which expenses should be trimmed. We will end by going over this year's budget.

To start with, then, to wind up

We visited every factory in the region to start with. Then, we picked the twelve most relevant industries. We wound up by interviewing ten CEOs and writing this review.

Initially, next, finally

We initially plan to report on farming in Scotland; the next step will be to write on cereal and finally provide figures for rye.

In first place, following from that, to top things up

In first place, you never asked for permission; following on from that, you entered our premises illegally. To top things up, you damaged three computers.

We shall begin by, after, lastly

We shall begin this article by defining economics. After that, we will study Samuelson's views on demand and supply. Lastly, students will have to write a digest.

5. Present assumptions

We expect

We expect next year to develop better than this year, mainly due to the influx of immigrant workers.

We anticipate

As I told you in my last email, we anticipate no further problems with delivery.

We presume

We presume company law will remain the same if the government doesn't give in to lobbyist pressure.

We look ahead to

We look ahead to turmoil in the Middle East, as you can read in the next chapter.

If all turns out as planned

If all turns out as planned, the assumptions of this report will become a reality.

6. Ask for information

Could you please send?

Could you please send me all the postings for last month?

Would you mind forwarding?

Would you mind forwarding the information on the C&R case?

I wonder if you could let us have

I wonder if you could let us have the TDX drawings. We will return them ASAP.

What do you know about?

What do you know about Peter's background? Have you checked his LinkedIn profile?

We are interested

We are interested in architecture. Do you have any records on the Lambeth Square project?

7. Ask about background

Could you enlarge on your experience?

Could you enlarge on your experience on solar panel installation?

I'd like to know about your background

I'd like to know more about your background in industrial design.
Can you forward a draft of anything you drew up lately?

Would you mind detailing your work history?

Would you mind detailing your work history a bit further? Your résumé is rather succinct and we can't tell what your responsibilities were in your latest jobs.

I'd like to read about your education

I'd like to read more about your education. For instance, why did you choose Cornell?

Can you mention your achievements?

Can you mention some of your achievements at Riversoft? Just pen a five-line summary.

8. Ask for clarification

What did you mean?

What exactly did you mean when you tweeted that there will be changes at the Bangalore plant?

Can you rewrite it in plain English?

Can you rewrite paragraph three in plain English? I got lost in all that jargon.

I didn't understand

I didn't quite understand that last email. Are you sure it was meant for my eyes?

Could you explain?

Could you explain your idea in more detail? I don't get the picture.

I can't appreciate the difference

I can't appreciate the difference between the FTD and the FTE.
Please enlarge on that.

9. Ask for instructions

Could you explain how to?

Could you explain how to operate the nozzle without breaking the filter?

Please let us know the best way

Please let us know the best way to start the engine in cold weather.

Can you break down the process?

Can you break down the process into steps we can all follow?

Please send us detailed

Please send us a detailed drawing, as we have been unable to assemble the kit.

How to

Please write back with instructions on how to order only one book in your series.

10. Ask for advice

What should I do?

What should I do if they ask us for our EBITDA? Please write back with your opinion and ask Bruce for his point of view.

Would you recommend?

Would you recommend moving the administration office to the new site?

Do you know?

Do you know anything about advertising? Could you give the copy I attach a quick read?

Would you have any advice?

Would you have any advice on how I can summarise all this in two paragraphs?

I need your counsel

I need your counsel. Do you prefer "*best value*" or "*the best value*" as a slogan?

11. Ask about responsibility

I need to know who is in charge

I need to know who is in charge of press relations. Please tweet me her name.

Who runs?

Who runs the Detroit office now that Stan has left? Has anyone been named already?

Who is accountable for this?

Who is accountable for this mistake? I need an explanation on my desk tomorrow.

Are we liable?

Are we liable for damages? Please have the lawyer prepare a disclaimer.

Under whose responsibility?

Under whose responsibility was the test conducted? Write back today, please.

12. Ask for permission

Could I?

Could I read your copy of the translation? Can I ask Gillian to send it?

Would it be all right?

Would it be all right for us to drop by your office tomorrow?

Would you mind?

Would you mind if Doris included you as a speaker for the conference?

We need your consent

We need your written consent to sell the shares. Could you write and sign it please?

Would you authorise us?

Would you authorise us to put you down as co-author of the article? It will be published in the college gazette.

13. Ask for help

Could you help me?

Could you help me translate my thesis into Italian? I can't do it on my own.

Would you mind helping me?

Would you mind helping me edit the book? It's rather long and I only have one week to finish it.

I would be thankful if you could assist me

As I said in my last email, I'd be thankful if you could assist me in Genoa.

I wonder if you could

I wonder if you could read my novel *The Man with the Red Tattoo* and send me your opinion.

Could I ask you for a favour?

Could I ask you for a favour? Doreen lost her Rolex and I know you travel to Switzerland often.



14. Ask about jobs

What does he do?

What does your brother do? I heard he's a dentist but I'm not sure.

What business are you in?

What business are you in? The last time we wrote to each other you were in online gaming.

What's your line of work?

What's your precise line of work? All I know is that you're an engineer.

What's your job?

What's your current job? Please send me a short description.

Where do you work?

Where do you work? If it's still NASA we would be keen to receive your résumé.

15. Ask for an explanation

Please explain

Please explain your position and send me a summary of your reasons for refusing to sign the contract.

How can you justify?

How can you justify the delay in the whole process? I need a report.

I can't understand why

I can't understand why you did not show up last night. Please apologise to Arleen in writing.

What's the reason?

What is the reason behind your change of policy? Please email me an explanation so we can analyse it.

Why did you?

Why did you tweet on Gene's sleeping habits? That's a private issue and you have no right to do so.

16. Ask for solutions

What should we?

What should we do now that the machine doesn't start?

How can we work it out?

How can we work it out? Please write back with your suggestions.

I wonder how to solve

I wonder how to solve the gas emission problem. Please reformulate the fuel mix.

I need the solution

I need the solution on my desk tomorrow morning even if you have to work all night.

How do we overcome?

How do we overcome this crisis? You have until Wednesday to present your thoughts.

17. Ask about price

Please send your price list

Please send your price list to my private email address.

How much would it cost?

How much would it cost to redo the whole circuit?

What do you charge?

What do you charge for a sixty-minute session? And for ninety minutes?

Could you remit your fees?

Could you remit your fees to the purchasing department? Please send them to the attention of Ms White.

What would the rate be?

What would the rate be if we leased twenty units?

18. Ask for a discount

What would the discount be?

What would the discount be if we bought three hundred copies of model T and two hundred of model H?

Please give us your final quote

Please give us your final quote because we have to decide now and there are several contenders.

Send us your best price

Please make sure you send us your best price; you know we are valued customers.

We'll hire you if you lower your rates

We are ready to hire you if you manage to lower your rates by three percent.

Has the reduction been applied?

Has the reduction we agreed on been applied? I can't see it in your invoice.

19. Offer a discount

We have a special offer

I'm writing because we have a special offer for valued customers such as yourself, Ms Christy Roy.

We'd like to present our new discounted

We'd like to present our new discounted line of printer cartridges. Please see our attached brochure.

A special sale

I'm writing to inform you that tomorrow we will run a special power tool sale at our store.

There's a markdown

There's a markdown available for every product paid cash. Please click [here](#) for full details.

We are offering a price cut

We are offering a price cut to customers who order at least one thousand units.

20. Propose payment terms

We have chosen to use numerals for percentages, such as 10 percent.

We propose the following payment schedule

We propose the following payment schedule: 10 percent upfront; 50 percent on delivery and 40 percent thirty days hence.

We normally get paid

We normally get paid cash though we can make an exception in your case.

We expect payment within

We expect payment within ninety days of the invoice date. We trust you will find this period acceptable.

Our standard payment terms are as follows

Our standard payment terms are as follows: 50 percent when the order is accepted and 50 percent on reception of the goods.

Our customers usually settle

Our customers usually settle their accounts once a month.

21. Inquire about payment terms

What are your payment conditions?

What are your standard payment conditions for new buyers?

Please specify payment terms

Please specify payment terms. I'll be waiting for your email.

We normally pay by

We normally pay by cheque. Is that convenient for you?

Would a letter of credit be all right?

Would a letter of credit be all right? It's the best method for foreign suppliers.

Can we pay in instalments?

Can we pay in instalments? We would need a least a year.

22. Request payment

Please confirm payment date

Please confirm payment date. It should have been yesterday as per our records.

According to our books

According to our books, you still owe us € 4,578.83 from the interpretation service we provided three months ago.

Your statement is still outstanding

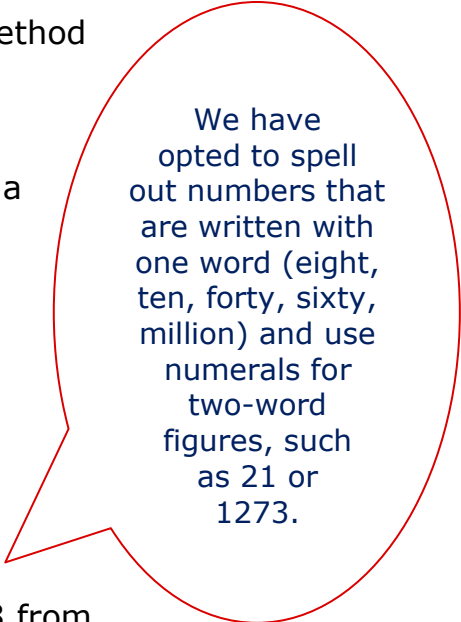
May we remind you that your statement is still outstanding? Could you please confirm when you are planning to settle?

Will you balance your account promptly?

Will you kindly balance your account promptly? You are already seven days behind the due date and we haven't collected any of our invoices yet.

We are puzzled to have had no remittance from you

We are puzzled to have had no remittance from you. Could you please confirm whether you have already sent the cheque?



We have opted to spell out numbers that are written with one word (eight, ten, forty, sixty, million) and use numerals for two-word figures, such as 21 or 1273.

23. Correct misunderstanding

There has been a misunderstanding

I'm afraid there has been a misunderstanding. I wanted to write *Mrs Potter* but I typed *Mrs Hotter* instead. Sorry!

This isn't what I meant

This isn't what I meant in my message. The political situation is *unstable*, not *stable*.

I don't think you've understood

I don't think you've actually understood my column. We're for and not against privatization.

Someone must have misinterpreted

Someone must have misinterpreted the facts. I'm sure you're not guilty.

I am sorry about the confusion

I am sorry about the confusion. I wrote that email late last night!

24. Correct a mistake

I mistakenly wrote

I'm sending you this message to tell you that I mistakenly wrote your address in an email that was meant for my brother Charlie. Sorry!

There's an error

There's an error in the last calculations I passed on so I've reworked the spreadsheet. Find the good copy attached and erase the other one.

Instead of writing *hub* I wrote *pub*

Instead of writing *hub* I wrote *pub* in the editorial, which of course changes the meaning of the article.

It was a typo

It was just a typo. I wanted to type *leg* but I typed *let*.

We miscalculated

I'm sorry to admit this, but we miscalculated the number of people that would enrol and must now inform you that, unfortunately, you won't be able to attend the congress.

25. Emphasise

I want to highlight

I want to highlight point three of my story. That's when Fenella arrived and trouble started.

I'd like to emphasise on

I'd like to emphasise on the fact that those figures were never audited, as you'll read later in my attachment.

It is significant

Norah's attitude is highly significant. She not only wrote this letter but contacted our chairperson as well.

This becomes vital

FDA approval before the summer becomes vital if we want to avoid cash flow restrictions.

Let's pay attention to

Let's pay attention to what we know about and relegate the rest to later reports.

26. Stop

We have to stop

Regrettably, we have to stop. Funding is scarce and we've run out of money.

The project will be discontinued

The Yellow River project will be discontinued though we don't know why. I'll keep you posted on WhatsApp.

We've reached a standstill

Things are so bad we've reached a standstill and won't continue until the unions and the company come to an agreement.

It's over

Unfortunately, the process is over. We were denied permission by the town council. See their ruling attached.

We must halt

We must halt negotiations with the Vietnamese. As you can see in the mail below, our CEO will conduct them herself.

27. Change subject

On quite another matter

On quite another matter, can you send me three boxes of drywall screws?

Could we now deal with?

I know we haven't finished with the Rondon affair. However, could we now deal with the Gant problem and leave Rondon on the side for a while?

By the way

By the way, our handbag division is again short of leather. Can you send me that rawhide supplier's details?

To bring up something else

To bring up something else, please have a look at the model I enclose. Send me an email with your opinion when you have minute.

There's another issue

There's another issue we have to deal with – losses in the chemistry area. Please write a memo and copy every board member.

28. Agree

Excellent

Excellent news. Once we have all signatures we will proceed with the programme I attach.

We share your opinion

We share your opinion so please mail everyone copies of the summary you sent me.

I agree

As mentioned in my previous letter, I agree with all the clauses in the contract. We are ready to sign whenever you are.

Of course

Of course you can go ahead. Just copy me on everything you write.

We coincide

We coincide with what you stated in your article and fully back your vision on the way the film should be shot.

29. Disagree

I've got another

I've got another point of view. Martins could remain with us if we gave him another job.

I wouldn't do that

I'm writing to tell you I wouldn't do that if I were you. Why don't you send Doreen a get-well card instead of an email?

I'm afraid I can't see it that way

I'm afraid I can't see it that way. Arabian customers are different, so you might want to change the wording of the ad you've enclosed.

Don't get me wrong

Don't get me wrong but your rough copy does not address the issues we had mentioned. Please draft it again.

I'm not so keen

I'm not so keen on the way you've written the thesis. Why don't you include more examples?

30. Reassure

There's no cause for concern

I'm writing to let you know that there is no cause for concern. Our servers are 100 percent safe and have never been hacked.

Let me assure you

Let me assure you by this means that Lorraine will be well taken care of at our facilities.

You can be confident

You can be confident that we will solve your problem. All our team are working on the issue and we will have a solution before the day is over.

There is no doubt

As Andrea wrote in her report, there is no doubt that the Gibson investment is perfectly sound.

Nothing can go wrong

I'm sending you this message to say that nothing can go wrong, Mr Murphy. Everything is under control!

31. Offer compromise

Only if he

As I wrote before, we're ready to go along only if Wren leads the project.

On condition that there are

We'll keep the factory open on condition that there are no more strikes.

Unless we can prove

I'm writing to tell you they won't let us import the equipment unless we can prove we need it.

Provided it is

The warranty covers all contingencies, provided the machine is serviced according to handbook instructions.

We will accept as long as you

We will accept as long as you return all deeds and the enclosed affidavit signed today.

32. Rephrase

In other words

As you say you did not understand our message, let me put it in other words: you have been dismissed!

What I meant is

What I meant in my book *Fortress Europe* is that it's very hard for foreigners to get working papers there.

I'll express it differently

It seems that most of what I write is too difficult, so I'll try to express myself in plain English from now on.

What I wanted to explain

What I wanted to explain was that the auditors were misinformed and not that the figures were wrong.

Write it over

I'll write it all over so it's more easily understood.



We have written the names of books, magazines, newspapers and works of art in *italics*.

33. Introduce good news

I am delighted to inform you

I am delighted to inform you that you have won the first prize. Please call our toll free number for instructions on collecting the cash.

You will be pleased to read

You will be pleased to read that Claravision is to become our new advertising agency.

It's a pleasure to announce

It's a pleasure to announce that you have been nominated for the final round. Please fill out the accompanying form and mail it back.

I have excellent news

I have excellent news. Hopper has accepted our proposal! Their official confirmation is only a matter of time.

She'll be elated when she receives

Thanks for letting me know by email. Britney will be elated when she receives the admission letter.

34. Introduce bad news

We regret to inform you that

We regret to inform you that your programme has been discontinued. Please return all tools to our head office

I am sorry but I have to let you know

I am sorry but I have to let you know that we will not participate in the bidding process, so your services as a translator are no longer required.

I'm afraid it won't be possible

I'm afraid it won't be possible for us to finance your venture. Please read on for the reasons.

Unfortunately, we are not allowed

Unfortunately, we are not allowed to take on such high risk at present. However, feel free to resubmit your proposal next year.

After careful consideration, we have decided

After careful consideration, we have decided not to publish your novel. Please find your copy enclosed.

35. Express condolence

I am sorry about your loss

I am extremely sorry about your loss. Oliver will be missed by all of us.

I am writing to extend my sympathy

I am writing to extend my sympathy to you and to your family in this moment of grief.

We were sad to learn

We were sad to learn that Mrs Finn passed away. Is there anything we can do to help?

I would like to express my bereavement

I would like to express my bereavement for the loss of such a valued person. A donation has been arranged in lieu of flowers, as he had requested.

Our condolence

We would like to express our condolence over the passing of such an esteemed member of your team. Could you confirm when the service will be held?

36. Reply to condolence

Thanks for your note

Thanks for your kind note, Eleanor.

Thanks for your sympathy

Thanks for your sympathy. It was very much appreciated.

Thanks for your support

I am writing to thank you for your support in these trying circumstances.

Thank you for coming

Just a short note to thank you for coming to Neville's funeral.

Express our gratitude

Our family would like to express our gratitude for your kind words, which were read aloud during the memorial ceremony.

37. Complain

I would like to file a complaint

I'm writing because I would like to file a complaint with your shop manager.

My boss is not satisfied

My boss is not at all satisfied with your answer and shall pursue the matter until it is settled.

We deserve better service

We deserve better service from your store and not just an email from your customer attentions officer.

I do object to your policy

I do object to your thirty-day return policy. Please find the *Virgin in Moonlight* statuette attached. I expect a refund on my credit card.

I was disappointed to learn

I was disappointed to learn that G&H no longer offer a hotline so please instruct all departments to refrain from shopping at that store.

38. Express something sure

They will surely increase

Prices will surely increase if we do as Natalie suggests in her blog.

They will definitely move

To start this newsletter, I'd like to mention that Operations will definitely move to Delaware early next month.

It will unquestionably be taken over

I'm writing to confirm that Dynacore will unquestionably be taken over by Riversoft.

They will doubtlessly finish

The contractors will doubtlessly finish the warehouse this November, as you can see in the building schedule attached.

It is certain that

The Wall Street Journal has stated it is certain that Claravision will lower their turnover the next quarter.

39. Express something impossible

It will be impossible

I'm sending you this message to tell you it will be impossible for me to arrive on time. My plane is stranded in Vancouver.

The project is undoable

This project is just undoable. Who drew the plans enclosed? They're wrong from beginning to end.

It is out of the question

I'm afraid a refund is out of the question; you have tried to return a pair of skis that have already been used.

The goals are unreachable

The goals Rachel set are unreachable. Please see my revised figures at the bottom of this email.

It will remain unattainable

As Mr Deming always said, total quality will remain unattainable without a well-trained workforce.

40. Write further information

In addition

In addition, I'd like to mention that our Saudi Arabia division has had to fold due to minimal sales.

Besides

Besides being our company's CEO, Abdul Holder also occupies a position at Riversoft's Board of Directors.

As well

Corn, as well as wheat, is produced in Brazil. Refer to the chart on page two for a state-by-state breakdown.

Furthermore

You can't go wrong if you invest in Dynacore; furthermore, we are expecting a bull market in technology companies.

Moreover

They are facing logistic problems. Moreover, I can confirm that they have a backlog of at least three thousand units.

41. Be specific

Be specific

Can you be more specific in your answers? Please write back with all the data and leave nothing on the side.

Get to the point

After my introduction, I'll get to the point of this article. Why is postpartum depression more prevalent in developed countries?

Individualise

Could you individualise? I don't know who you are writing about and can't make a decision without a name.

Itemise

Below you'll find every product itemised by category and price.

Send us the particulars

Can you please send us the particulars? It is hard to prepare a presentation without knowing the facts.

42. Describe projects

We are working on

We're now working on the new application, which you can download by clicking [here](#).

We have started the process of

I'm writing to confirm we have already started the process of designing another prototype.

The projects under development

The projects under development are secret so I cannot send you any information on them.

We are involved in

We are already fully involved in phase B. Phase A was successful, as you must have read in Phoebe's circular.

We are still busy with

We are still busy with installing the whole system so, regrettably, I have no time to send you a full report.

43. Describe fluctuation

They fluctuate

Stock prices fluctuated throughout the session until traders came to grips with the news.

It is unstable

The system is unstable and it might crash any minute so we're sending everyone this email. Please back up your important files and turn the computer off for an hour.

They are irregular

Growth patterns are irregular in Europe and this report maintains that they concur with education levels.

He behaves erratically

Charlie behaves erratically. He's exultant one day and sad the next so we would recommend therapy for him.

They vary

Figures vary all the time. As my report highlights, it's almost impossible to draw a working model.

44. Describe stability

They are stable

Prices will be stable for the whole season, at least according to the *Huffington Post*.

They remain unchanged

I'm writing to remind you that nothing remains unchanged for very long so we might face turbulences towards the end of this year.

They stand steady

If we are lucky, sales will stand steady next month though a slight reduction is also possible if the recession spills onto November.

They stay constant

If the number of unemployed people stays constant, the government will be forced to introduce labour law changes.

Everything is the same

In answer to your question, I'd like to say that things are the same as one year ago in Russia so we do not envisage an increase in activity.

45. Describe potential benefits

If we do this we will get that

If we increase R&D we will get better products –at least if we are to believe what Rick Madden wrote in *Develop Today Thrive Tomorrow*.

Potential benefits would include

Potential benefits would include improved design and performance.

The advantage would be

The advantage would be better products and increased market share as a result.

It promises to be

The book promises to be a success, at least in this critic's view.

Gains look likely

Gains look likely both on fuel efficiency and on passenger safety. Please read the inset on the sidebar.

46. Describe a chart

Title

The title must be written in upper case so please change the heading and send it back.

Row

Names should go on the top row and ages should be copied onto the bottom row.

Column

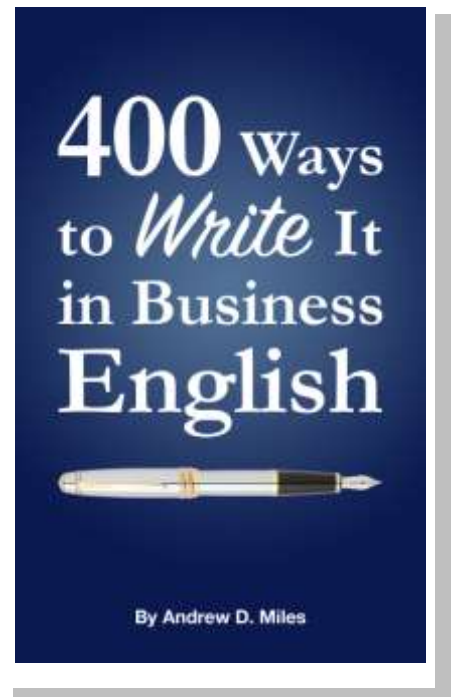
The first column includes both products; the far column only refers to Model Nine.

Box

This box has been highlighted wrongly. Please do it over and then send it to Nina for revision.

Intersection

The intersection of row three and column D show results in the first scenario. The intersection of row three and column E depict the outcome of the second hypothesis.



47. Describe a company chart

John works for Jane

As you can see in the attached diagram, John works for Jane, who leads HR.

Linda heads

Linda heads our marketing team and reports to Janet. Janet manages the sales department.

Tess is in charge of

Tess is in charge of media planning. She hasn't got an assistant and does everything on her own.

Patricia runs

Patricia runs the online business, which is divided into two units: development and content.

Hugh's boss is

Hugh's boss is called Howard. He's the IT manager. Please contact him if you have any technical problem.

48. Describe characteristics

It is made of wood and aluminium

It is made of wood and aluminium with enamel coating on the side and silver inserts on top.

It features several improvements

It features several state-of-the-art improvements such as higher-speed broadband access and 5-gigabyte RAM memory.

It comes with

It comes with cordless speakers and wireless access to internet radio.

It measures ten feet

It measures ten feet in width, two in height and one in depth.

It weighs close to a ton

The SUV weighs close to a ton though it is lighter than most other vehicles in the same category.

49. Describe parts

The section is built in

As mentioned in our catalogue, the lower section is built in copper though both the lid and the bottom are made of bronze.

All components are manufactured

All components are manufactured in-house except for the transistors. We buy those from Siemens.

Spare parts are not included

Spare parts are not included in our price though we do advise you to purchase at least two dozen bobbins and keep them in stock.

Our ingredients are

Our ingredients are secret but our boss has allowed me to enclose a sample of our sauce for you to try. I hope you like it!

The piece

The piece moves when the shaft turns. Please click [here](#) to watch a video that explains the whole cycle.

50. Describe how a product is made

It's made by dipping

Please read the accompanying instructions carefully. The candy is made by dipping the frozen toffee in chocolate for three seconds and then drying it in the oven.

The process starts and finishes

The process starts at bay A and finishes at bay C. Please see the graph I've attached.

It's produced at our factory

It's mass produced at our factory in Cali.

We construct the frame

As you can see in the attached video, first we construct the frame. Then we build around it.

We assemble the pieces

Here we only assemble the pieces manufactured in Saigon though some special kits are engineered in Beijing and delivered directly from there.

51. Describe content

Include a

Why don't you take more advantage of your website and include a survey to check worker satisfaction?

It contains all that

Does the kit contain all that's needed to build the model plane? If the answer is yes, please send me two sets.

The plan comprises

The plan comprises both current and future measures so study it carefully before we make it public.

We will incorporate

We will incorporate the designs attached to our catalogue next month. Please check them.

It features

The model features ABS, GPS, power steering and electric windows.

52. Describe causes

It was caused by lack of

The decrease in productivity (exhibit A) was caused by lack of innovation.

It resulted from

The fall in passengers resulted from a misguided marketing policy and misuse of promotion tools.

They arise due to

I will argue in this dissertation that water shortages arise not due to global warming but due to wrongful use.

It was the logical conclusion of

Her success was the logical conclusion of hard work, at least from this biographer's standpoint.

It was brought about by

Their fall was brought about by a chain of mistakes. Consult Stewart Bell's *The Management Conundrum*, Mississauga, Wiley, 2005.

53. Describe consequences

Lead to

The rise in sales led to increased R&D, which again led to higher sales. See chart F.

It implies that

Her late arrivals imply that she's not happy with her job, so please start looking for a substitute.

Result in

Our failure resulted in the loss of the contract. I'm sending this circular to inform everyone that our board are extremely dissatisfied.

Mean that

Rachel's decision to fire David means that I have to work harder, so I'm writing to request a raise.

It entails that

Lengthening the lunch hour would entail hiring at least one more worker, so inform the staff that we will not go forward with the plan.

54. Convince for**I'm convinced this is the best way**

I'm convinced this is the best way to do it so please follow the instructions I've detailed below.

I assure you it will

I assure you our machine will work in every type of weather so the conditions you describe comply with our parameters.

There is no doubt that ours is the best

There is no doubt that ours is the best candidacy, so we can only expect a positive outcome.

You have my personal guarantee

You have my personal guarantee that we will eliminate every reference to your person from our website. Please keep this email as proof of our goodwill.

I'm writing to reassure you

I'm writing to reassure you that all the operation has been revised. Your satellite will reach low-earth orbit in perfect conditions.

55. Convince against

We are certain she will not succeed

We are certain she will not succeed and we should not back her. In fact, we might still be in time to convince her so if you have a minute write something on her Facebook page.

It's not a good idea to

It's never a good idea to go against the tide. Therefore, I'm copying everyone in this message to show my disapproval.

I am against

I am against discrimination so I'd be more than pleased if you withdrew that sexist poster our advertising department designed.

There's no guarantee it will work

There's never any guarantee that any business will work, let alone one based on the assumption that buyers are not intelligent enough to distinguish good from bad quality.

I wouldn't enter into

I wouldn't enter into a partnership with Inverness Investments Ltd; they have a record of unlawfully withholding their clients' profits.

56. Sell yourself

I perform

I perform well under pressure, as can be attested by my reactions when we had an IRS inspection last summer.

I can add value

I believe I can add value to your team. I have not only worked in Teheran but speak more than passable Persian.

My experience should allow me to

My experience should allow me to run the China division on my own. I know that Fred Cheng has been with us for twenty years but I think it is ripe time for a handover.

I met

I met all my objectives in my last job, as you can see in my résumé.

My background

My background includes work in environmental biology though I am also specialised in water decontamination.

57. Explore options

Let's look at

Let's look at alternative A. You'll find its implications in the flow chart below.

Why don't we consider?

Why don't we consider splitting the Europe division into European Union members and non-members?

How about?

How about this last proposition? I would like you to review it, so please read all the literature and send me your opinion.

We have several choices

We have several choices. Managua, Shanghai or Hanoi. Please survey every location.

We could either

We could either invest in gold or silver –though neither is the haven they used to be due to current volatility.

58. Express an opinion

We consider

We consider Tonga to be a safe destination for our cruisers and we will do our utmost to include your port the next season.

It is our view

It is our view that only increased research can bring success to this laboratory. Therefore, find our five-year R&D plan attached.

My opinion is

My opinion is clear and I will not change it even if you send me a thousand messages.

I am convinced

I am convinced of Dynacore's trustworthiness and I am ready to sign any document to back that.

We are certain that

As our brochure says, we are certain that the new variety of maize will yield better crops.

59. Comment on an opinion

Regarding what you mention

Regarding what you mention in your blog, I want to add we will never allow discrimination.

On reading your words

On reading your words, I recalled what our Chairman used to write in his Christmas circular.

Your point of view

Your point of view is only shared by your team. Our opinion is different. Please click [here](#) to see why.

Your idea lacks

Your idea lacks accuracy. We need exact figures so work everything out again and don't send it back until you've double-checked all data.

I'd like to raise a point

I'd like to raise a point on your conclusions. You presume that the price of gas will invariably follow the price of oil. It is not always so.

60. Challenge an opinion

Could you send me justification?

I do not understand what you mean when you write that costs have increased beyond expectations. Can you send a written justification?

I don't think you've taken it into account

I don't think you've taken VAT into account. Could you draw another budget and include all taxes?

I object to

I must object to point three, where you specify that disputes would be resolved by a committee of experts named by your company.

I'm afraid I will dispute

I'm afraid I'll have to dispute your findings. Your study was based on a random selection of eighteen subjects but that sample is not large enough to draw conclusions.

I'd like to question

I'd like to question Rosemary's quote, which you've attached. Is it 100 percent consistent with our pricing policy?

61. Suggest

I guess you might

I guess you might be better off without the hassle involved in moving. Why don't you reform your office instead of buying a new one?

Why don't we try?

Why don't we try to find another supplier? Please instruct Jerome to prepare a list of prospective providers.

Maybe we should

Maybe we should cut on R&D spending. If you watch the video attached you will see how some of our researchers waste time on impossible projects.

We could attempt

We could attempt to reach Loretta Dawson. Has anyone got her on Facebook?

How about only?

How about only translating a summary? I have a budget for the whole book here and it exceeds two thousand pounds, which I find preposterous.

62. Speculate

What if?

What if water levels rose by three feet before the end of the century? Please send me a detailed analysis.

I wonder why

I wonder why she forwarded me this email (see it copied below). Can you make any sense of her words?

It's a conjecture

It's only a conjecture, but how would Mr Hobbs react if he ever came across this file?

Suppose we

Suppose we changed Y for Z in the graph. Wouldn't results match our hypothesis?

It's based on the assumption

The theory presented is based on Max Weber's assumption that humans mostly behave rationally.

63. Describe hypothetical scenarios

If we choose

If we choose option A we could face problems with the workforce so we would better look for another solution.

If you select

I'm writing to warn you that if you select the second alternative many people will want to leave our company.

By picking

By picking our harvester you'll assure a supply of promptly delivered spare parts.

If we go with

If we go forward with Joel's proposal we might face trouble later on. Please read Shamir's projections on this PDF document.

Opting for an alternative

Opting for any of the alternatives would be much better than doing nothing, so all our team urge you to make a fast decision.

64. Express interest

That is an interesting notion

The notion you mention in paragraph three –whereby you link associative learning to success in business– is very interesting.

It's worth looking into

Your solution is worth looking into so we will name a committee to study it. Could you please suggest who might become members?

I'm attracted to the way

I'm attracted to the way she blends colours (see the picture I've enclosed) so we might consider her for an exhibition at our gallery.

It's appealing

The idea is appealing, at least on first read. Can you expand on it?

It has drawn my attention

Your plan has certainly drawn the board's attention. Now we have to wait for them to make a decision.

65. Express lack of interest

I don't mind either way

I don't mind either way. Choose whichever design you want and send Rashida a WhatsApp with your decision.

I am not concerned

I am not concerned about the outcome of the polls because I couldn't care less about politics.

It's the same to me

Both options are the same to me. Deliver the samples to Jill and she'll write back with her choice.

That's none of my business

That's none of my business. Logistics is your area so please don't ask me about transport again.

It makes no difference

My office wall colours make no difference to me. I just want the job done in one day.

66. Support

I agree

I agree with Damian. Let's close the deal ASAP, so forward the documents to Enid and Geraldine immediately.

I recommend

I'm writing to recommend we follow option seven, which seems less traumatic on employees.

I'm all for it

I'm all for your plan, Smithers. Please copy the staff on your reply so they know I'm one hundred per cent behind you.

We have the same opinion

We have the same opinion as Milton Friedman, who wrote, "*The Great Depression was produced by government mismanagement rather than by any inherent instability of the private economy*".

I share your point of view

I do share your point of view. Hence, let's write a joint memo to the board of directors.

67. Deny support

I would eliminate

I would eliminate points nine and ten. They're unnecessary. Please rewrite the instructions and send them back to me.

We should reject

We should reject Wanda's ridiculous scheme to gain market share. A child would have drawn a better plan.

We must rule out

I'm replying to your email to let you know that we must rule out Victor's idea. We have neither the money nor the time.

We ought to discard

We ought to discard buying Dynacore, as I told you by WhatsApp yesterday. The board won't approve it.

Let's refuse

Let's refuse any option that implies breaking our corporation into pieces, whether it's spinning off the sugar cane division or divesting our properties in Brazil.

68. Set delivery times

It'll be there in

The lorry will be there at 7.00 pm, weather permitting.

You'll receive it on

You'll receive it on Tuesday afternoon unless the strike continues. If it does, we unfortunately cannot give you a date.

Our earliest delivery

I'd like to confirm that our earliest delivery date for the drill is late October.

You can expect it

I'm writing to let you know that you can expect it within a week.

It will leave

The parcel will leave our printer's today so you should get it tomorrow.

Time is presented in the twelve-hour clock, as is usual in English speaking countries. Am and pm have taken the following format: 7.00 am and 7.00 pm or 7 pm and 7 pm.

69. Apply for a job

I'm writing to apply

I'm writing to apply for the teaching job advertised in LinkedIn last Monday.

I would be interested in working at

I would be interested in working at your Asunción office. I can speak Spanish and have lived in South America for several years.

I'm contacting you because I'd like to be considered

I'm contacting you because I'd like to be considered for a job at Riversoft Ltd.

I would be available

I'm sending you this email to let you know that I would be available for any post immediately.

I'm submitting this application

I'm submitting this application because I have been told your department store is planning to open a branch at our city.

70. Accept a job offer

Thank you for taking me on

Thank you for having decided to take me on. I won't disappoint you.

I would like to confirm

I would like to confirm that I have received your job offer and that I will be delighted to join GG Bank's marketing department at your earliest convenience.

I am pleased I've been hired

I am very pleased I've been hired by Riversoft. Please find the details you requested copied underneath my signature.

I'm writing to accept your offer

I'm writing to formally accept your offer. I understand that I will be working as an intern at your Pasadena facility.

I was delighted to receive your message

I was delighted to receive your message saying that I have been admitted to your trainee programme.

71. Reject a job offer

I'm afraid I'll have to decline your offer

I'm afraid I'll have to decline your offer. Even though the position is very interesting, the salary does not match my expectations.

I must reject the job

I hate to write and tell you this but I must reject the job. My husband doesn't want to move to Tokyo.

I refuse to work

I am sorry but I absolutely refuse to work under the conditions outlined in the attached contract.

I have to turn down your proposal

I regret to, but I have to turn down your proposal. I can't work Saturdays because I have three young children.

Could we leave it for later?

Unfortunately, I can't take the job right now. Could we leave it for later?

72. Acknowledge CV reception

Thanks for submitting your CV

Thanks for submitting your CV. We will look through it and contact you if we feel your profile fits our company needs.

Thanks for sending your résumé

Thanks for sending your résumé, which I'll forward to the human resources department.

We acknowledge receipt of your application

We acknowledge receipt of your application. Please call us after Wednesday to check whether you need to come to an interview.

This is to confirm we have received your curriculum vitae

This is to confirm we have received your curriculum vitae. We will get back to you once Professor Gant has had a chance to look at it.

We appreciate your interest in working at

We appreciate your interest in working at Dynacore. Unfortunately, we are not hiring drivers at this moment but will keep your details in case we have an opening.

73. Refer to previous communication

As I wrote in my last email

As I wrote in my last email, Monique is not qualified to work as an occupational therapist.

Thanks for your

Thanks for your message. I can confirm that the goods are available at our warehouse.

Further to your email

Further to your last email, Hubber has made all arrangements to remit the samples, so expect to receive them early next week.

Going back to the letter we received

Going back to the letter we received on Friday, I regret to inform you that Ms Diamond no longer heads our R&D office. She retired two years ago.

Regarding the note

Regarding the note you sent to our accountant, I must remind you that all correspondence must be addressed to Miss Turbot.

74. Thank for a gift

It was wonderful of you

I'm writing to tell you we all feel it was wonderful of you to send us such a lovely parcel for Thanksgiving.

My family are very grateful

My family are very grateful and would like to thank your generosity.

I appreciate you remembering

This card is to let you know that I appreciate you remembering I like Sherry. I'll open it next time you come round!

We were thrilled with your gift

We were thrilled with your gift. Thank you so much.

I just wanted to say thanks

I just wanted to say thanks for the box of chocolates you sent last week. Everyone at the office tried them. They were delicious!

75. Thank for support

Your encouragement means a lot

I'm sending you these lines to thank you for your email. Your encouragement means a lot to me.

How can I thank you?

How can I ever thank you for backing me? Your missive made all the difference and the committee finally accepted my plan.

I am more than grateful

I am more than grateful for your letter of reference, which I received yesterday.

I'll never be able to pay back

I'll never be able to pay you back for your support, which made a big difference to me. Please find a small gift enclosed.

We really appreciate

I'm sending you this card to say that I really appreciate what you did for us during the Doha conference. We would have never managed without your help.

76. Thank for an invitation

Thanks for your hospitality

Thanks for your hospitality. You made us both feel at home.

I enjoyed

I'm sending you this card to tell you I utterly enjoyed the party. Thanks a lot.

It was wonderful

It was wonderful to be at the product launch. Thank you for thinking of me.

What a pleasure

What a pleasure it was to have dinner at your club. I am very grateful and wish to extend my appreciation to your kind wife, Belinda.

I loved

I'm writing to tell you I loved seeing you all. Thank you for a delightful night.

77. Offer help

I am writing to inquire if there's anything we can do

I am writing to inquire if you feel there's anything we can do to help Peter overcome his loss.

Would you like some help?

Would you like some help with the setup? I can catch an earlier plane so drop me a WhatsApp if you need me.

If we can aid you

Just a short note to tell you that if we can aid you in any way, we will. You only need to ask.

May I offer my assistance?

May I offer my assistance? I do have experience in foreign trade so if you care to forward me a copy of the letter of credit I'll browse through it.

We would be willing

We would be quite willing to drive into Bethesda to help the team prepare for the meeting.



78. Offer advice

Do you want to know what I would do?

Do you want to know what I would do? Nothing. I would just sit and wait.

Would you like some advice?

Would you like some advice? I have been to Russia several times so write back if you need anything.

I wonder if I could make a suggestion

I'm writing because I wonder if I could make a suggestion. You might want Ben to accompany you. He's a lawyer and a tough negotiator.

Would you like me to write back with my views?

Would you like me to write back with my views? I won't if you don't want me to, but remember I'm here to help if you need me.

Can I be of assistance?

Can I be of assistance? I do have experience in finance so you can send me the accounts before you meet Dean Sloan tomorrow.

79. Borrow

Would you lend me?

Would you lend me your caravan this summer? I would like to drive it on Route 66 from Chicago to Los Angeles.

I wonder if I could borrow

I wonder if I could borrow your theodolite tomorrow. We need to measure a plot.

Do you mind if we use?

Do you mind if we use your printer? Ours has no ink.

Could we have access to?

Could we have access to your intranet all day today?

I would need

I would need a laser pointer for the presentation. Could I have one?

80. Reply evasively

It's hard to decide right now

It's rather hard to decide on that right now. Give me some time and I'll send you a message at some point next month.

I'm afraid we don't have enough information

I'm afraid we do not have enough information to reply to your enquiry. I'll email an answer if and when we do.

We are in no position to comment on the matter

Unfortunately, we are in no position to comment on the matter due to personal data protection rules.

It's of secondary importance

I believe the Taipei problem is of secondary importance. The actual problem lies in Mumbai. Therefore, we will concentrate on solving our India division difficulties until further notice.

I don't have enough time to deal with that

I don't think I have enough time to deal with that subject so don't expect a reply from me. Why don't you ask Burrows?

81. Invite

Would you like to?

Would you like to visit the factory workshop? It would take about thirty minutes and we should be able to finish early enough for your speech.

I am writing to ask if you are free

I am writing to ask if you are free on Monday. I know a fantastic restaurant but we need to reserve at least one week in advance.

I would like to invite you to

I would like to invite you to our office the next time you visit Fife.

Would you care to join?

Would you care to join us for the New York Philharmonic Opening Night? If you didn't bring your tuxedo we could have Mary get you a rental one.

We would be delighted

We would be delighted to receive you and your husband at our weekend cottage.

82. Apologise

I'm writing to say I am sorry

I'm writing to say I am sorry for the trouble caused. It won't happen again.

Please accept my apologies

Please accept my sincere apologies. I wasn't paying attention and I did not realise Kevin was exiting the door with the forklift while I was reversing with the van.

I didn't mean to

This email is to let you know that I am extremely sorry. I didn't mean to call you a fool, Ms Garcia. I both admire and respect you.

I regret

I regret having sent you to Moldavia, Steve. However, someone had to go. Please forward weekly updates so I know what's happening.

I would like to apologise

I'm sending you this letter because I would like to apologise for my firm's lack of transparency. Please find our balance sheet attached.

83. Prohibit

It is prohibited

I'm writing this email to remind everyone that smoking is prohibited in the whole building.

They should be banned

It is this writer's view that firearms should be banned in this county.

It is forbidden

I would like to remind all our newsletter readers that it is forbidden for staff to discuss company matters outside the office.

We are not allowed

I'm afraid we are not allowed to bring children into the lab. Please refer to safety measure six in the manual.

Regulations do not permit

To answer your question, regulations state that dogs are not permitted at hospital premises, though guide dogs are allowed on a leash and muzzle.

84. Reprimand

Our company reproves your action

Our company reproves your actions during the recent strike and has decided to suspend you from work until a proper investigation is conducted.

We are not satisfied

We are not at all satisfied with your performance, Samuel. Please read the survey attached and you will understand why.

We must reprimand

We must reprimand unauthorised entry to the research lab if we want technicians to obey restrictions.

I am disappointed

I'm writing to say I am disappointed at your behaviour. You'll be duly informed of the disciplinary measures.

No one is pleased

No one is pleased with the results and you are to blame. Read on so you realise why you were utterly wrong in both assumption and execution.

85. Book

Would you have that free?

Would you have a meeting room free for next Friday? Please confirm if you do as otherwise we'd have to look somewhere else.

I'd like to reserve

I'd like to reserve booth thirty-seven this year, if it's still available. Please let us know ASAP.

Could you set aside?

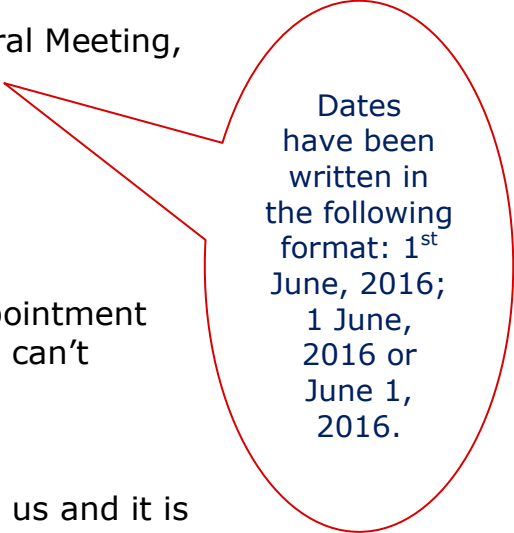
Could you set stand eleven aside for us? I'll wire the deposit today.

We would need

We would need at least fifteen thousand feet of floor space plus a separate building for offices.

I'm looking to book

I'm looking to book the hall for our Annual General Meeting, which will take place on 1st and 2nd June, 2016.



Dates
have been
written in
the following
format: 1st
June, 2016;
1 June,
2016 or
June 1,
2016.

86. Confirm

I would like to confirm

I would like to confirm your Friday 10.15 am appointment with Dr McCall. Please send me a message if you can't make it at that time.

We have verified

We have verified the source of the brief you sent us and it is reliable. Do you want us to proceed or do you prefer to wait until the scandal becomes public?

It has been corroborated

The information you refer to in your report has been corroborated. It is true that the FDA are about to approve Squibb's new analgesic.

I can assure

I can assure you that this rumour is false. I don't care if you read it in *Hello Magazine*. Please find our official disclaimer attached.

It is firm

If the order is firm we will need a deposit. Please contact Pearl Dort at the accounting office for our bank details.

87. Place an order

I'd like to place an order

I'd like to place an order for twenty condensers.

I'd like to buy

I'd like to buy three tons of each metal if they can be delivered by next week.

Do you have any in stock?

Do you have any linseed oil in stock? Please send me a message if you do.

I'm writing to confirm the purchase

I'm writing to confirm the purchase of another tractor.

Can you sell us?

Can you sell us twenty dynamos and three rotors?

88. Write on behalf of

I'm writing on behalf of

I'm writing on behalf of Mary, who has asked me to let you know that everything has already been settled.

I'm contacting you in our board's name

I'm contacting you in our board's name to warn you that noisy activities after 10.00 pm are not permitted at our condominium.

She will represent

Ms Hollander will represent our chairperson in the next summit so please brush up on your French, as the meeting will be conducted in that language.

I'm acting as a deputy

I'm acting as a deputy director while Mr Garson is away on sick leave. Hence, you will unfortunately have to wait until his return for an answer.

I'm standing in for

I'm standing in for Joan Hastings and will be conducting negotiations from now on, so please contact me directly if you have any question.

89. Attach

Please find attached

Please find attached appendix B; appendix A has already been remitted to Mr Burnett.

We are sending herewith

We are sending herewith a draft for the amount mentioned in invoice No 765.

Please find alongside

Please find alongside this letter a sample of our latest calendar, which we can print on glossy or mate paper.

Enclosed you will find

Enclosed you will find the repaired necklace as well as the broken brooch.

I'm forwarding

I'm forwarding three copies of our summer catalogue so they're available when you need them.

90. Waive responsibility

We are not responsible

Our company is in no way responsible for our employees' misdemeanours during their private time.

We cannot be held accountable

We cannot be held accountable for machine misuse, so we will not pay you any compensation.

We accept no liability

Our firm accepts no liability for the content of that email or for the consequences of any actions taken on the basis of the information therein provided.

We are not to blame

We are not to blame if you tried to assemble the kit without reading the instructions.

We do not admit culpability

We do not admit culpability in the matter you have written to us about, and shall contest any claim you file at court.

91. Accept responsibility

We are responsible

We are indeed responsible for what happens at our premises so you will be contacted by our lawyer to discuss compensation.

I am accountable

I am accountable for my own acts so I will take full responsibility for what happened during the fight.

We are to blame

We are to blame for any malfunction because our products carry full guarantee and there's no indication that the engine was mishandled.

I acknowledge I was wrong

I acknowledge I was wrong and I am ready to pay for my mistake.

The team is guilty

The whole team is guilty of overseeing signals that would have been obvious even for an amateur. As such, we all feel obliged to hand in our notices and leave the laboratory.

92. Notify

I would like you to know

I'm putting this in writing because I'd like you to know that we will change providers and Gus Ltd has been chosen as timber supplier.

We want to notify you

We want to notify you that Celina Smith is our new Texas representative, so all purchase orders will be handled by her.

I have to inform you that

I have to inform you that your project has been rejected by the control committee. Please find their rejection attached.

We'd like to caution you

We'd like to caution our residents about the inherent dangers of running computers without updated antivirus software.

It's my duty to tell you that

It's my duty to tell you that we follow strict non-discrimination policies at our company.

93. Welcome

Welcome to our company

We would like to welcome you to our company. Please find our dress code attached and read it before your first day here.

It will be a pleasure to have you

It will be a pleasure to have you with us for the presentation. Please come to see me directly when you arrive.

I'm glad you decided

I'm glad you decided to accept our offer. We will be expecting you on Monday 23 September.

Everyone at the office was delighted

I'm writing to tell you that everyone at the office was delighted to read you'll be visiting us.

We've incorporated

The first point in today's newsletter is that we have incorporated Didi Mavuso, who will join our sales team as soon as she finishes her training period. Welcome Didi!

94. Request

Could you?

Could you fetch some Cannon printer cartridges when you go to Tesco? I'll send you another email to remind you on Friday.

Would it be possible?

Would it be possible for Mrs Stowe to come to our headquarters in May instead of June?

I would need

I would need you to prepare a list of prospective clients by tomorrow morning. Please email it once it's ready.

Would you mind?

Would you mind helping Yun-seo in her first day at your office? She's foreign and I'm not sure her English is top-notch.

Could you by any chance?

Could you by any chance find out whether Mr Gills likes truffle? We are preparing the banquet menu and it would help us to know that.

95. Give information

I'm writing to let you know that

I'm writing to let you know that all paperwork has already been handed in by every applicant.

We are able to confirm that

We are able to confirm that works will start in August, so please refrain from travelling during or after that month.

Please find the information enclosed

Please find the information you requested enclosed. There are brochures, catalogues and a price list.

I'm sending you the

I'm sending you the figures you asked for. Please drop me a line if you need anything else.

Just a note to say

Just a note to say that the office will be closed on 24th December.

96. Insist

I'm writing to insist on

I'm writing to insist on the matter we discussed yesterday and to reinstate my point of view: we should not sell the hotel division.

It's the third time

It's the third time I contact you to complain about excessive noise in your warehouse. If this does not stop immediately we will file a report with the police.

Please excuse my persistence but

Please excuse my persistence but I have already written several times and never got a reply.

I'm writing again because

I'm writing again because the matter has not been settled and no one at your office has given me a satisfactory answer.

It's me once more

It's me once more. I will keep on writing until your register agrees to reassess my property, as I believe it has been given an excessive valuation by the cadastre office.

97. Express confidentiality

Information will be treated confidentially

Any information you supply will be treated confidentially and will never be sold or given to a third party for any reason.

Information is kept safely

Be assured that all private information is kept safely in our servers.

Data is in the best possible hands

There is no doubt that your data is in the best possible hands. We have a very strict privacy policy.

Information is treated with utmost care

All information is treated with utmost care at our facilities and will not be disclosed to any other party.

We comply with data protection

We comply with Data Protection Act 1988 and with Data Protection Directive 95/46.

98. Acknowledge receipt

We acknowledge receipt of

We hereby acknowledge receipt of form TX7 on 7th September this year.

We confirm reception of

We are writing to confirm reception of your résumé. We will contact you if we feel your profile meets our needs.

It is already here

The calendar you sent us via DHL is already here. Thank you very much.

The parcel has arrived

The parcel has arrived, though not in perfect conditions. One side of the box got wet and painting on that face has peeled off. Could you please send us another one?

We have received

We have received all documentation needed and shall now proceed to study every credential.

99. Remind

I'm writing to remind you

I'm writing to remind you of tomorrow's conference, which will take place at the Palace Hotel.

Don't forget

Please don't forget to attach your CV when you write back to me.

Do you remember?

Do you remember that Cynthia is coming this afternoon? Please reply so I know you've read this message.

Bear it in mind

Please bear the Fulton affair in mind when you speak to Gus tomorrow. You can read the details by googling "*Fulton affair 2014*".

Take it into account

Take Jay's warning into account and do upload the presentation at least one hour before you are due to deliver it.

100. Write that your English is not so good

My English is not very good

I'll try to write as clearly as possible, though my English is not very good.

I can't write proper English

I can't write proper English, so please excuse my mistakes.

My English is limited

My English is a bit limited. Can you please explain what you mean when you write "*PCR biochemical technology*"?

I can follow most of what you've written

I can follow most of what you've written but have doubts on paragraph two.

My level of English is elementary

My level of English is elementary so you will surely find some errors in my emails.

101. Finish

I'd like to conclude

I'd like to conclude this evaluation by explaining the methodology applied and by thanking Dr Lewisham for his support.

We have used contractions (it's, don't, we've, I'd) in most standard writing though very formal English rarely carries them.

Let me end

Let me end this message by reminding you that we are at the top not only due to your outstanding work but due to Mark's leadership as well.

Finally

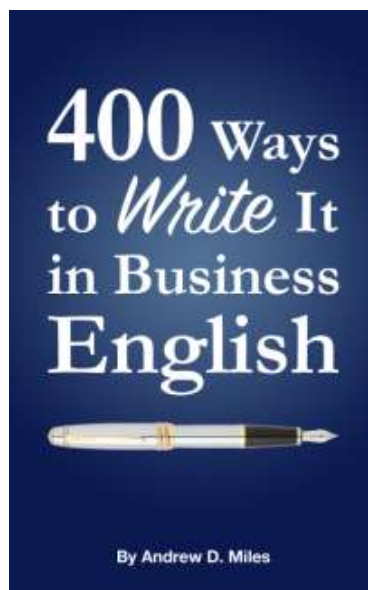
Finally, as I already stated in my September blog entry, GG should have never approached Bert Ravenport for an investment.

Before concluding

Before concluding, I'd like to invite all readers to join our drive for a famine free world.

I want to finish

I want to finish my ebook with the words of J. R.R. Tolkien: "*It's the job that's never started as takes longest to finish*".



www.amazon.com

101 Ways to Write It in Business English

By Andrew D. Miles

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English for Business students can download other books at www.barcelonaenglish.com/ebooks.

100 Ways
to Say It in
Business
English



130
Mistakes
Students Do
(Oh Sorry!)
Make

500
Common
Verbs
in
English

500
European
Union
Words
in
English

15
Ways to
Improve
Communi-
cation
in
English

300
Common
Words
at
the
Office