



- a. In the email there are a number of formal phrases that are shown in italics. Match them with their less-formal equivalent in the box.

Best wishes	As we discussed last week	Hi Sheila
Also	Drop me a line	Get in touch
		About the

- b. Working with a partner now read the text aloud as it is with the formal phrases. Then replace the formal phrases with the informal ones. Read the text again with the informal phrases.

Discuss:

Why does the email sound different with the formal and informal phrases?  
In which situations would you use the more informal phrases?