

## Functional Language for EMAILS

## Writing Module – Part 1

## Thanking

- Thank you / thanks for (verb + -ing): **Thanks for** *inviting me to your birthday party.*
- It was very kind of you to (infinitive verb): **It was very kind of you to invite** *me to your birthday party.*

## Apologizing

- I'm (so) sorry for (verb + -ing): **I'm sorry for arriving** *late home.*
- I'm (so) sorry for not (verb + -ing): **I'm so sorry for not helping** *you with your work.*
- I'm (so) sorry that ...: **I'm sorry that** *I can't visit you next week.*
- I'm terribly sorry, ...: **I'm terribly sorry,** *I've forgotten your present at home.*
- I beg your pardon, ...: **I beg your pardon,** *I didn't do it on purpose.*
- I must apologize for (not) ...: **I must apologize for not** *arriving on time.*

## Explaining

- I can't (infinitive verb) because ...: **I can't meet with** *you next Monday because I must work.*
- I have to (infinitive verb). **I have to study** *until late. That's why I can't help you.*

## Giving Advice

- Should / shouldn't: **You shouldn't** *come earlier.*
- Ought to / oughtn't to: **You ought to** *take some clothes.*
- Must: **You must** *do some exercise.*
- You'd better + verb (infinitive): **You'd better go** *home by midnight.*
- 2<sup>nd</sup> conditional: **If I were** *you, I would buy more food for the party.*
- If I were in your shoes, I would + verb (infinitive): **If I were in your shoes,** *I would travel in August.*

- Recommend + verb (-ing): **I recommend going** to the museum /I recommend not going there.
- Recommend you + infinitive/that : **I recommend you go/that** you go to the museum.
- Suggest + verb (-ing): **I suggest going** to the museum /I recommend not going there.
- Suggest you + infinitive/that: **I suggest you go/that** you go to the museum.
- I would say that you should ...: **I would say that you should** study harder.
- I would recommend/suggest + verb (-ing): **I would recommend visiting** the city at night.
- Why don't you + verb (infinitive)...?: **Why don't you try** local dishes?
- What about + verb (-ing) ...?: **What about travelling** by train?
- How about + verb (-ing) ...?: **How about meeting** at the airport?
- You should consider/try + verb (-ing): **You should consider learning** other foreign languages.
- Don't miss + verb (-ing): **Don't miss watching** the new film!
- Under no circumstances should you ...: **Under no circumstances should you** forget about visiting the cliffs.
- On no account should you ...: **On no account should you** leave without visiting the castle.
- If you have the chance/opportunity, you should ...: **If you have the chance, you should** book the tickets online.
- When in \_\_\_\_, you must ...: **When in Spain, you must** try local dishes.

### Requesting & asking for permission

- Can/Could I borrow ... ?: **Can I borrow** your books?
- Can/Could you lend me ... ?: **Could you lend me** some cash money?
- May I (infinitive verb) ...?: **May I come in, please?**
- Do you mind if I (infinitive verb) ...?: **Do you mind if I open** the window?
- Would it be possible to (infinitive verb) ..., please?: **Would it be possible to buy** some drinks, please?
- Could I possibly (infinitive verb) ...?: **Could I possibly have** a look at your card?
- I was wondering if I could (infinitive verb) ...: **I was wondering if I could** ask you if I could come tomorrow.

### Making suggestions

- Could: **We could try** that new fast-food restaurant.
- Why don't you/we + verb (infinitive) ...?: **Why don't you try** local dishes?
- Let's + verb (infinitive): **Let's go** to the shopping centre in the outskirts.
- Shall we + verb (infinitive) ...?: **Shall we go** to the cinema?
- Try and get to + verb (infinitive): **Try and get to see** the new museum in the city centre.

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- What about + verb (-ing) ...?: **What about travelling** by train?
- How about + verb (-ing) ...?: **How about meeting** at the airport?
- Do you fancy + verb (-ing): **Do you fancy meeting** at the park?
- It's a good idea to + verb (infinitive): **It's a good idea to buy** your tickets for the concert in advance.

### Inviting, offering and making promises

- Would you like to (infinitive verb) ... ?: **Would you like to meet up** next Friday?
- I'd / I would like you to (infinitive verb) ...: **I'd like you to come** to my wedding.