

# Formal and Informal Expressions

How do you do?

It is a pleasure to meet you

At your earliest convenience

Concerned about you

Firstly,

Give my regards to

Have you heard from her lately?

Have you seen Tom?

I agree with my colleague, Anna, that...

I would like to remind you that...

I appreciate your assistance!

In light of the fact that

What's up?

Nice to meet you

As soon as you can

Worried about you

To start with/..., For a start

Say hello to

Heard from her lately?

Seen Tom?

Anna's right.

Don't forget

Thanks a lot!

Because

It is my opinion that...

It is necessary for me to...

It is not necessary for you to...

It is recommended

Please accept our apologies for...

Secondly/ Besides/ Furthermore,

Lastly,

She has the ability

The plan was implemented / carried out

Our destination

I regret to inform you of...

I was hoping that you could...

It will cease to be a problem

I think...

I need to...

You don't hafta...

We recommend

Sorry...

Another good thing is/ What's more/ Not only that

And one of the best things is.../ And best of all, / The most important thing is...

She can

They put the plan into action

The place where we want to go

I'm sorry to tell you that...

Could you...?

It won't be a problem anymore

One grows weary in these matters.

This appeared to rectify the problem

Your arrival

Please state your business

We note that you have not...

I would be grateful if you could reply early.

I'd really appreciate it if you could...

We would like to

Would you like me to...?

To consider

This demonstrates...

To distinguish

We are in receipt of

Revision should be done

This will be of great benefit to you

I'm getting tired of this junk.

This seemed to fix the problem

When you get here,

Can I help you?

You haven't...

Please get back to me ASAP.

Could you...?

We want to

Shall I...?

To think about

This shows that ...

To tell the difference

We've received

You should revise

It will do you good

How are you doing?

I am writing to inform you...

I am afraid I will not be able to attend

The experiment was carried out/ performed

Thank you for your email of the 10 of March

Please let us know of your requirements

People consume a tremendous amount of...

Please let me know when you will be available.

We can assist in the resolution of this matter.

I am afraid your child is experiencing difficulty

I look forward to meeting you next week.

I hope to hear from you

at your earliest convenience

As per our telephone conversation on

today's date

What's going on?

Just a note to say...

Sorry, I can't make it.

They did the experiment

Thanks for your mail on 10 Mar

What do you need?

People use a huge amount of

Let me know if we can get together.

I can help you to solve this problem.

Your kid is making trouble

See you next week.

Write back soon!

As we discussed this morning

We would be honored if you  
would attend this event

**(7ESL)**

It would be great if you could attend this  
event.