

Useful Phrases And Vocabulary For Writing Business Letters

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~~Useful phrases: Thank you for your letter [inviting, offering, confirming] I am very grateful to you for [letting me know, offering, writing]~~

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~~Everyday phrases (short phrases and expressions used in everyday conversational English) Expressions for everyday situations (useful phrases to deal with common situations). Advice: asking for and giving advice ; Agreeing and disagreeing: ways to express agreement or disagreement; Apologies: making and accepting apologies~~

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~~Um.... Ok/ All right, Well/ Well, anyway.... So/ So then,.... By the way,.... At any rate...Anyhow.... You know,.... What I mean is.... So...where was I saying? /where was I?~~

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You can use the following phrases: "This graph shows you...". "Take a look at this...". "If you look at this, you will see...". "I'd like you to look at this...". "This chart illustrates the figures...". "This graph gives you a break down of...". Give your audience enough time to absorb the information on the visual.

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AGREEING and DISAGREEING: ways to express agreement or disagreement. APOLOGIES: making and accepting apologies. BAD NEWS: announcing and responding to bad news. CLARIFYING INFORMATION: checking that you have understood. CONVERSATIONAL EXPRESSIONS: phrases used in everyday conversation.

Useful phrases for everyday situations | Learn English Today

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English for Presentations Useful phrases and vocabulary

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IELTS Letter Writing Vocabulary – Tips & Phrases – IELTS Jacky

telephone vocabulary: useful terms and phrases for use on the telephone. transitional phrases: useful phrases for meetings and presentations, to move smoothly from one point to the next; Business English Exercises; business terms 1 (online) business terms 2 (online) business vocabulary exercise 1 (online) (unfair pay differences)

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