

Summary

Starting

- The text states that...
- The text considers...

Approach a Theme

- Regarding...
- In relation to...
- First of all...
- Firstly...
- It is clear that...

Contradicting an idea

- Even though...
- However...

Reaffirming an idea

- Actually...
- In fact...

Adding an idea

- Moreover...
- Furthermore...
- Besides that...
- In addition...

Conclusion | Connecting ideas

- Therefore...
- In conclusion...
- In summary...

Opening

- Dear John
- Hi Mr. / Mrs. / Miss. / Ms. Smith
- Hello Dr. Smith
- To whom it may concern (if you are contacting a company, not an individual)

Saying Hello (Greetings)

- Hi | Hello| Hey
- It's been a long time.
- I hope all is well with you.
- It's always a pleasure to see you.
- How long has it been?
- Hi, how are you?
- How are you doing?
- What's up?
- What's up (man / dude / bro / name)?
- It's been too long.
- Long time no see.
- It's been ages.
- What have you been up to all these years?
- What's new?



Saying goodbye

- Hope to hearing from you soon.
- See you later.
- Best regards.
- Please feel free to call or email, if you have any queries.
- Sincerely.
- Sincerely yours.
- Take care.
- Take it easy.
- Talk to you soon.
- Bye for now.
- Have a good day.
- Have a good one.
- Bye.



- Where have you been hiding?
- It's been ages since I last saw you.
- How have you been?
- Good to see you.
- How are things?
- How are things with you?
- How's it going?
- How's life been treating you?
- What's happening?
- Cheers.
- See you.
- See ya.
- Love.
- With love.
- Later.
- Catch you later.
- Catch up with you later.
- I'll be in touch.

State Your Purpose

- I am writing in reference to...
- I am looking for help with...
- I am writing to ask / enquire about...



Approaching a subject

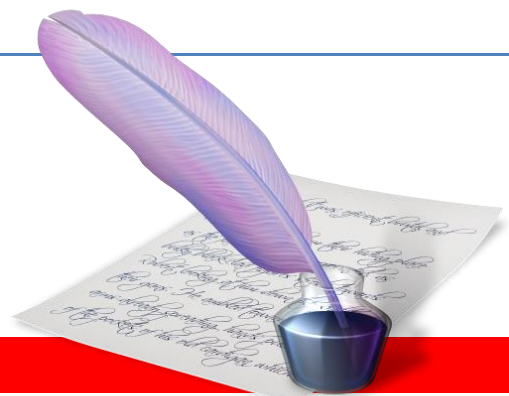
- Regarding...
- When it comes to...
- As far as I know...
- According to the text...
- The text states that...
- The following subject...
- The article appears to suggest...
- The report deals with...
- The paragraph relates to...
- The teacher considers...
- The text approaches the subject of...
- In relation to...
- First of all...
- Firstly...
- As we all know...
- As is well known...
- It is clear that...
- ...it is often discussed yet rarely understood.

Queries

- Do you have any information regarding...
- Are those requests possible, and if so, how much extra will they cost?
- Thank you for your help, however, I do have a few more questions.

Informing

- I am pleased to inform you that...
- I am planning to get started on...
- Please note that...
- Please find attached the requested file.



Request

- I would appreciate it, if this could be taken care of promptly.
- Kindly send me the details at the earliest.
- Please, let me know as soon as possible.
- Please, let me know how your calendar looks.

Negotiating

- I am hopeful that we can find something that works for both of us.
- This seems an opportune time to discuss...
- For the most part...
- In the majority of cases...
- This would play a major part



Expressing opinions

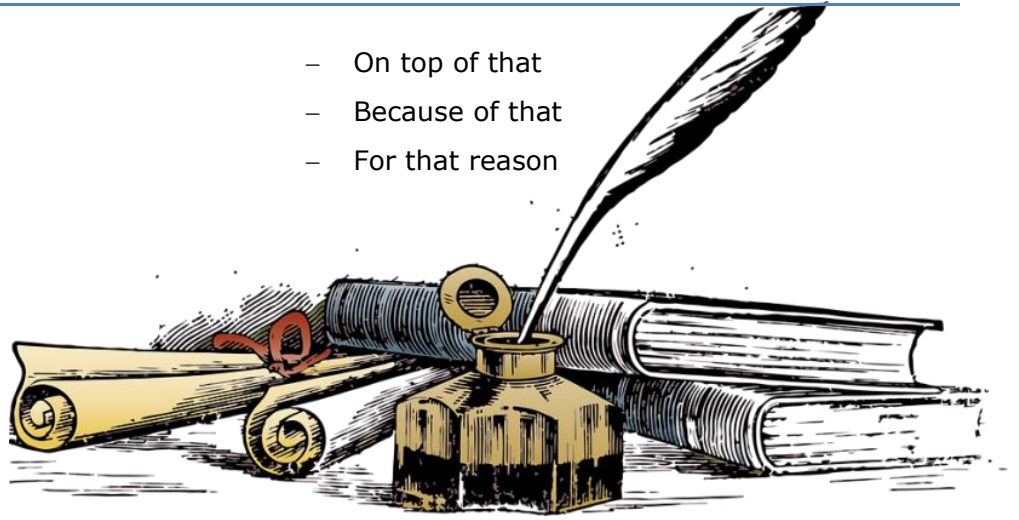
- | | |
|--|--|
| - I think... | - From my point of view... |
| - I believe... | - Personally, I think... |
| - I suppose... | - I'd like to point out that... |
| - It can be regarded as controversial for... | - What I mean is... |
| - In hopes that... | - Some people say that... |
| - I hope all is well with... | - It is considered that... |
| - As far as I'm concerned... | - It is generally accepted that... |
| - In my opinion... | - My impression is that... |
| - Personally speaking... | - It goes without saying that... |
| - My own view on the matter is... | - I'm of the opinion that... |
| - I feel... | - Whichever suits you best. |
| - I guess... | - ... is one of the most important issues facing us today. |
| - In my view... | - ... is a hotly debated topic that often divides opinion. |
| - It seems to me that... | |
| - From my perspective... | |

Contradicting

- | | |
|-----------------------------------|-------------------------|
| - Even though Though Although | - On the other hand |
| - However | - Even so |
| - Instead of | - Despite |
| - Nevertheless | - Despite the fact that |
| - Otherwise | |

Reaffirming

- Actually
- In fact
- Moreover
- In addition
- On top of that
- Because of that
- For that reason



Thanks!

- Thank you for showing interest in...
- Thank you for your assistance with...
- Thank you for your prompt response.
- Thank you for your time and I look forward to hearing from you.
- I appreciate your assistance and look forward to hearing back from you.



Sorry!

- Unfortunately I was unavailable at that time yesterday.
- Sorry to stand you up at such short notice.
- Deepest apologies about this morning.
- Sorry I had it wrong.
- Please excuse my tardy reply to your message.
- Sorry to keep you waiting.
- I apologize for not being available yesterday.
- Sorry for not replying sooner.
- Sorry for the delay in replying your email.
- Sorry for the belated response.
- Sorry for the late reply.
- Sorry about the delay.
- Please forgive me for taking so long to reply.
- I apologize but I am unable to help you with your problem as it is.



Presenting ideas and examples

- When it comes to...
- With respect to...
- Such as...
- It is often said...
- Many people claim that...
- In terms of...
- According to experts...
- Research has found that...
- There are those who...

Adding an idea



- Moreover...
- Furthermore...
- In addition...
- Besides that...
- On top of that...
- Firstly, let us take a look at...
- First of all, it is worth considering...
- Firstly...
- Secondly...
- Thirdly...
- Lastly...
- Finally...
- To start with...
- As far as I can tell ...
- To my knowledge...
- So far ...
- For example ...
- As per example...
- For instance...
- To sum up...
- Another point worth noting is...
- Another factor to consider is...
- Last but not least...
- The advantages of...

Expressing result and reason

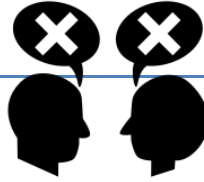
- Due to...
- As a result of...
- ... has led to...
- ... has resulted in...
- Consequently...
- One reason behind this is...

Expressing agreement



- I agree...
- I couldn't agree more...
- Absolutely...
- Precisely...
- Definitely...
- I see your point...
- I see where you are getting at...
- Sure, that's one way of looking at it...
- I have to side with you on this one...
- I suppose so...
- I think so too...
- That's a good point...
- Actually, I think you're right...
- I see exactly what you mean...
- That's true...
- Well, I agree with you...
- You have my full agreement...
- Ok, that's convincing...
- I take your word on it...
- You took the words right out of my mouth...

Expressing disagreement



- I'm afraid, I disagree...
- That's out of question...
- I see your point, but...
- I agree up to a point, but...
- I see where you are getting at, but...
- That's one way of looking at it, however...
- I completely disagree...
- Well, I see things rather differently...
- I'm not quite sure about that...
- I don't really agree with that idea...
- You could say that, however...
- I wouldn't quite put it that way myself...
- I still have my doubts...
- I can't go along with that...
- Well, I don't quite agree with you...
- I find that very difficult to accept...
- We don't seem to agree here...
- Not necessarily...
- That's not always true...
- There is no way I could agree with that...
- I don't think so...
- No, I'm not sure about that because...
- We don't seem to be in complete agreement...
- You've got to be kidding...

Concluding

- In conclusion...
- All things considered...
- Taking everything into consideration...
- Weighting up both sides of the argument...
- Therefore...
- At last...
- In conclusion...
- In summary...
- To summarize...

Closing Remarks

- I look forward to hearing from you.
- Thank you for your help.
- Thank you for your time.

That's all folks!