

Personal

Being friendly

You heard something, but are not sure	It seems that ... Apparently, ...
Something is true, but surprising	Actually, ... In fact, ...
Something is obvious or already known	Obviously, ... Of course, ...
Good/bad fortune	Unfortunately, ... Luckily, ...
Saying what you really think	To be honest, ... Frankly, ...
Going back to a topic	Well, ... So, ... Anyway, ...
Changing the topic	Anyway, ... So, ... By the way, ...
Summarising with the most important point	Anyway, ... Basically, ...

Asking for advice

	Formal/Neutral	Informal
Open	I'd like your advice about a problem I have.	I've got a bit of a problem.
Asking for advice	I was wondering if you had any ideas about ...? What would you advise me to do?	Do you have any ideas about ...? What should I do?
Close	Please write back when you have the time and let me know what you think.	Please email me when you get the chance.

Giving advice

	Formal/Neutral	Informal
Open	I was sorry to hear about your current difficulties.	I'm sorry you're having such a hard time at the moment.
Giving advice	I think it might be a good idea to ... Have you thought of ... (+ -ing)?	I think you should ... What about ... (+ -ing)?
Result	This would mean that ...	That way, ...
Options	I think this option would be preferable to ... (+ -ing)	I think it's better than ... (+ -ing)
Close	I hope I have been of some help.	I hope I've helped a bit.

Suggestions

Making a suggestion	I think we should/I suggest that we/ Let's go to ... Shall we/Perhaps we could/Why don't we go to ...? I suggest/How about going to ...?
Accepting	It's a great idea! I think your idea would work really well. It might be worth trying.

Rejecting	I'm not so sure about your idea. It sounds like a good idea, but I don't think it would work in practice. It sounds like a good idea, but I can see one or two problems.
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Special situations

Thanks	Just a quick note to say many thanks for ... I really appreciate everything that you have done.
Good luck	Good luck with ... I would like to take this opportunity to wish you every success in the future.
Congratulations	Many congratulations on your promotion/new job. I was delighted to hear the news about ... Well done!
Best wishes	Please give my best wishes/regards to ...
Bad news	I was so sorry to hear about ... I was really sorry to hear you're not well. ... Hope you feel better soon. If there's anything I can do to help, let me know.

Job application

Greeting (formal)	Dear Sir/Madam
Reason for writing	With reference to your advertisement on the ... website, I am interested in applying for the post of ...
Your background and experience	I am 26 years old and am currently studying for a degree in ... at ... University. For the last two months/years I have been working as a ... at ...
The job itself	I am interested in this job because ... I feel that I would be well-suited for this job as I enjoy/have a lot of experience in ...
Referring to your CV	I have attached my CV as a Word document. You will notice that I ... as well as You will also notice that ...
Final comments	I would be grateful if you would consider my application. You will see from my CV that two people can be contacted as references, one is ... and the other is from ... I am available for interview in .../by phone any weekday afternoon, and you can email me or telephone me on the number below.
Close	I look forward to hearing from you soon. Yours faithfully
