

## Summary

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### 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...

## Saying Hello (Greetings)

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- Hey | Hi | Hello.
- Hi, how are you?
- How are you doing?
- Hey, what's up?
- Hey how is it going?
- I hope all is well with you.
- What's up (man / dude / bro / John)?
- How have you been?
- How are things?
- How are things with you?
- It's been a long time.
- Long time no see.
- It's been ages.
- How's it going?



## Saying goodbye

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- Hope to hearing from you soon.
- See you later / Later.
- Cheers.
- Best regards.
- Take care.
- Please feel free to call or email, if you have any queries.
- Sincerely.
- Sincerely yours.
- It's always a pleasure to see you.
- Talk to you soon.
- Bye for now.
- Have a good day.
- Have a good one.
- Bye.
- See you / See ya.
- Love / With love.
- Catch up with you later.
- I'll be in touch.



## Opening

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- 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)

## State Your Purpose

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



## Approaching a subject

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- 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

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



## Request

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- 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

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- 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

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- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>- I think...</li><li>- I believe...</li><li>- I suppose...</li><li>- It can be regarded as controversial for...</li><li>- In hopes that...</li><li>- I hope all is well with...</li><li>- As far as I'm concerned...</li><li>- In my opinion...</li><li>- Personally speaking...</li><li>- My own view on the matter is...</li><li>- I feel...</li><li>- I guess...</li><li>- In my view...</li><li>- It seems to me that...</li><li>- From my perspective...</li></ul> | <ul style="list-style-type: none"><li>- From my point of view...</li><li>- Personally, I think...</li><li>- I'd like to point out that...</li><li>- What I mean is...</li><li>- Some people say that...</li><li>- It is considered that...</li><li>- It is generally accepted that...</li><li>- My impression is that...</li><li>- It goes without saying that...</li><li>- I'm of the opinion that...</li><li>- Whichever suits you best.</li><li>- ... is one of the most important issues facing us today.</li><li>- ... is a hotly debated topic that often divides opinion.</li></ul> |
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## Contradicting

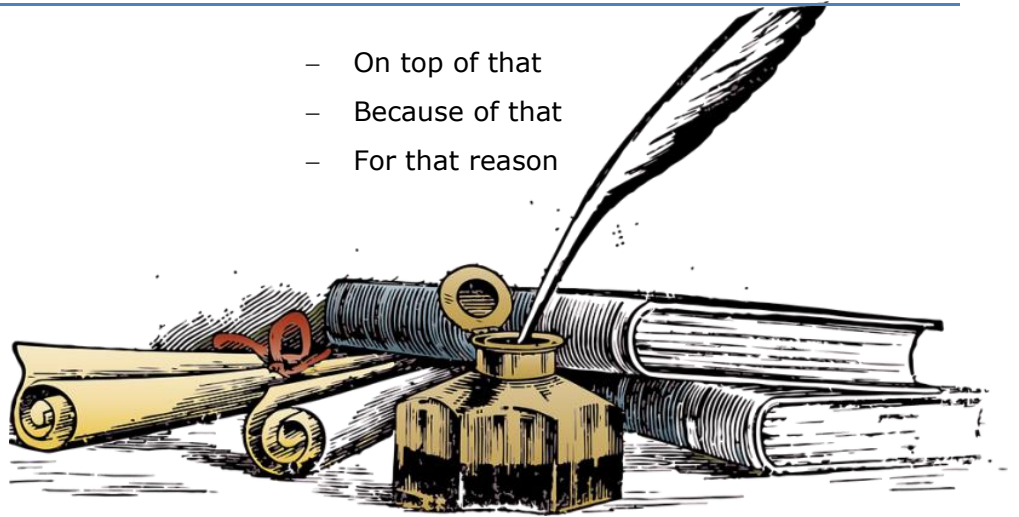
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- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>- Even though   Though   Although</li><li>- However</li><li>- Instead of</li><li>- Nevertheless</li><li>- Otherwise</li></ul> | <ul style="list-style-type: none"><li>- On the other hand</li><li>- Even so</li><li>- Despite</li><li>- Despite the fact that</li></ul> |
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## Reaffirming

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



## Thanks!

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- 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!

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- 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

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- 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

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

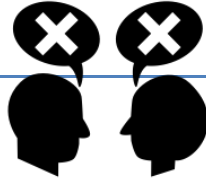
## Expressing agreement



- 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

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- 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

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- 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

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

*That's all folks!*