**Closing sentences for emails.**

1) Choose words from list below to fit into each sentence. Only one solution makes proper sense.

assure / luck / wishes / inconvenience / advance / further / forward /
sends / touch / hope / near / go-ahead

a) I wish you lots of ( 1.                   ) with your new venture.
b) I look ( 2.                    ) to receiving your samples in the near future.
c) I'll be in ( 3.                    ) shortly.
d) I'm sorry that I can't be of any ( 4.                   ) help to you but thank you for your interest in our company.
e) Hoping that this will be of interest to you, we look forward to doing business with you in the ( 5.                   ) future.
f) Thanking you in ( 6.                    ) for your help and advice in this matter.
g) My best ( 7.                    ) to your family.
h) We apologize for any ( 8.                    ) we may have caused you and hope we can continue doing business together in the future.
i) We thank you for your kindness and ( 9.                    ) you of our every intention to resolve this situation as soon as possible.
j) Rick ( 10.                   ) his regards.
k) We’re now waiting for your ( 11.                   ) on this so that everything can be sorted out as soon as possible.
l) I ( 12.                   ) to hear from you soon.

2) Analysis. General questions for discussion.
   a) Which sentences show there is obviously friendship between sender and receiver? How does the language of these sentences differ from sentences h and i?

   b) As a class, try to explain the meanings and use of the idiomatic expressions: “look forward to”; “be in touch”; “in advance”; “sends his regards”; “your go-ahead on this”; “be sorted out”.

   c) Either in groups or individually write a short email that ends in one of these sentences: d, e, f, h, i, or k.
Teacher’s notes.
(Time for activity: 40 mins approx. Level: intermediate.)

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Correct answers to question 1.
1. luck
2. forward
3. touch
4. further
5. near
6. advance
7. wishes
8. inconvenience
9. assure
10. sends
11. go-ahead
12. hope

Answers to question 2.
a) In particular: “I'll be in touch shortly.”; “My best wishes to your family.”; “Rick sends his regards.”.

And perhaps: “I wish you lots of luck with your new venture.”; “I hope to hear from you soon.” Besides the meanings of the first three, which openly show friendship, all these sentences are briefer and use few Latin-based words (so are less formal).

b) You could do this in two or three groups. Each group has to provide a short explanation (synonymous phrase) for each expression and then they all decide which explanation was the best. Discuss the possible contextual use of an expression after each explanation.

c) Explain that the emails must be written so that the sentence the students have chosen fits in naturally in meaning and register as a final sentence. If done in groups, a spokesperson can read out the email to the class for their comment and criticism on proper coherence.