

## 2.5 VOCABULARY USED IN LETTERS, E-MAILS AND REPORTS

### Formal letters – salutation

- ❖ Respected sir/madam
- ❖ Sir/madam

### Subscription

- ❖ yours faithfully
- ❖ yours sincerely

### Informal letters – salutation

- ❖ Dear friend
- ❖ Dear uncle
- ❖ Dear Krishna
- ❖ Dear Latha

### Subscription

- ❖ yours lovingly

### Reason for writing

- ❖ I am writing to.....
- ❖ I am writing with regard to....
- ❖ I am writing on behalf of .....

### Asking questions

- ❖ I would be grateful if .....
- ❖ Could you tell me something about .....
- ❖ I would particularly like to know .....

### Referring to their letter

- ❖ As you stated in your letter.....

- ❖ Regarding .....
- ❖ Concerning .....
- ❖ With regard to .....

### **Complaining**

- ❖ I am writing to complain about .....
- ❖ This is for your kind notice that .....
- ❖ I would like to bring to your kind notice that.....

### **Closing**

- ❖ I look forward to hearing from you
- ❖ If you require any further information, please contact me

### **Letter of application**

- ❖ Sir,
- ❖ Respected sir,

### **Reason for writing**

- ❖ With reference to your advertisement .....
- ❖ I am writing in response to your advertisement which I saw in the Hindu dated .....

### **Experience/ Qualification**

- ❖ I have been working for last four years
- ❖ Presently I am working
- ❖ I have completed my UG and PG in ...
- ❖ Moreover, I have diploma in ....

## Useful vocabulary in e-mails

### Salutation

- ❖ Dear sir/madam
- ❖ Sir
- ❖ To whom it may concern

## Opening sentence

### Replying

- ❖ Thanks for your e-mail

### Giving a reason

- ❖ I am writing to
- ❖ I would like to inform you
- ❖ I would like to reply

### Making enquires

- ❖ I would like to receive .....
- ❖ we would be grateful if .....
- ❖ could you please send me?

### Replying to an enquiry

- ❖ I am pleased to send you
- ❖ I hope you are satisfied with this
- ❖ Thanks for choosing

### Requesting action

- ❖ Can you send ..... to me by Thursday please
- ❖ Please keep in touch with

## Replying

Thanks for your email.... In replying to your email, here are....

Attaching files

- ❖ I am attaching
- ❖ I have attached
- ❖ Please find attached

Close

- ❖ Yours faithfully
- ❖ With regards
- ❖ See you

## Vocabulary in reports

The problem

- ❖ It is important.....

Response to the problem

- ❖ Therefore
- ❖ As a result

Way of dealing with the issue

- ❖ Approach
- ❖ Method

Action related to the issue

- ❖ Respond to
- ❖ Take account of
- ❖ Action you recommend
- ❖ To approve

- ❖ Should
- ❖ Ought to
- ❖ To be recommended

Reason for a problem

- ❖ Create
- ❖ Induce
- ❖ Produce
- ❖ Results in

Conclusions

- ❖ Support
- ❖ Should be understood as
- ❖ Demonstrate
- ❖ Establish

