

### Too formal for most business emails

*While all of it is correct in English, the following language is too polite, formal or long-winded for most business situations. Do you think any of the sentences are suitable for your own business emails? If so, why do you think so and for what kinds of emails?*

Please allow me to introduce myself.

It is my very great pleasure to accept your invitation.

We would like to formally invite you to our office Xmas party.

Would you mind at all if I asked you to send that to me, if it's not too much trouble?

Please find attached the document for your attention./ Attached please find the document for your attention.

I would be absolutely delighted if you could spare a few minutes to see me on Monday 25<sup>th</sup> January, if it is at all possible.

I would very much appreciate any assistance you can offer me in this matter.

I await a response at your earliest convenience.

Please accept our very sincerest apologies for any inconvenience caused to yourself and your loved ones.

You might be disappointed to hear that the standards of your hotel were not quite up to the very high ones that I had come to expect from your chain.

I would respectfully request that you confirm this at your earliest possible convenience.

If you need even the slightest bit of additional information, please have absolutely no hesitation in contacting me at any time.

*Change the sentences above to make them more suitable for your business emailing needs.*

*Choose one of the sentences above and compete to make it as informal/ friendly as possible without changing the meaning.*

# Business English Emails Too Formal

**Della Summers, Sheila Dignen**



## **Business English Emails Too Formal:**

*BUSINESS ENGLISH 1 Bahasa Inggris Bisnis I* Wahyu Sudarmadi. S.IP.,M.Pd Penerbit Adab, Judul BUSINESS ENGLISH 1 Bahasa Inggris Bisnis I Penulis Wahyu Sudarmadi S IP M Pd Ukuran 14 5 x 21 cm Tebal 124 Halaman ISBN 978 623 497 843 8 SINOPSIS As we all know a book can be more meaningful if it can provide benefits that we can later use in everyday life Through this book the author tries to collect some English material needed for business matters Starting from understanding steps to start a conversation to things that should be avoided when doing business The author also includes some contemporary vocabulary that is often mixed up in business matters The outlined for this book can be broken down including 1 English Presentation Skills 2 English Negotiation Skills 3 English Report Writing 4 English Telephoning Skills 5 English Meeting Skills 6 English Email Writing Each of the skills above the author arrange in chapters as already in this book So the author hopes that this book will be easier to learn and easy to practice

**Study Skills for Business and Management** Patrick Tissington,Christos Orthodoxou,2013-12-10 Want to stand out from the thousands of other business and management students when you graduate from university This comprehensive study skills book gives you all the tools and techniques needed to graduate with a better degree than you thought possible Study Skills for Business and Management is written in an entertaining and non patronising way and is filled with examples and case studies With chapters on efficient and effective reading working in groups managing and writing essays and succeeding in exams this textbook is written specifically with business and management students needs in mind Key features Written by an academic and a recent business and management graduate who are in touch with what it is like to study Business and Management today and the challenges students face Based on primary research in to which study skills are the most effective providing an evidence based approach that you can trust in and saving you precious time Contains a wealth of current examples from recent business and management graduates highlighting examples of good practice as well as common pitfalls to avoid Student Success is a series of essential guides for students of all levels From how to think critically and write great essays to boosting your employability and managing your wellbeing the Student Success series helps you study smarter and get the best from your time at university

**Practical English Language Skills for Lawyers** Natasha Costello,Louise Kulbicki,2023-01-31 A high level of English remains essential for any lawyer wishing to work internationally but transferring language skills from the classroom to the workplace can be challenging This book shows non native English speaking lawyers how to apply their English language skills to everyday legal situations and contexts providing essential guidance to ensure they can work confidently in different settings and mediums Including activities based on real life scenarios the book will allow lawyers and law students to practise their English in key areas of working life from networking and client meetings to telephone and conference calls contract drafting and contract negotiations presentations and using social media Written by two highly experienced legal English language tutors both former legal professionals it also features online support material that

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you figure out when to use an Oxford comma The New York Times Put your English skills to work for you This book is ideal for intermediate and advanced CEFR B1 C1 nonnative speakers of English seeking to increase their communication confidence and effectiveness in the workplace Improve your precision and professionalism so your ideas shine The book consists of 50 short quizzes which include the most common English errors made by nonnative speakers in professional environments This fun format allows you to find your own frequent errors and fix them You will test your skills quickly daily and build your language awareness and accuracy in writing and speaking English Short clear explanations after each quiz help you improve your knowledge of the grammar rules Complementing the quizzes are Ellen says boxes with the same practical advice on good communication etiquette and habits that Ellen has been sharing for years with large corporate clients in New York City and beyond Witty and humorous drawings illustrate confusing language and common misunderstandings The focus of the exercises is on fixing your grammar and problems with word choice Examples are pulled from every industry finance law consulting publishing real estate retail technology energy pharmaceutical manufacturing education advertising government insurance non profit and more Whatever your profession or interest you will benefit from the exercises contained in this book If you are just looking to sharpen your English this book is for you too You will be learning from a professional writer with two decades of experience teaching executives in a business setting A language learner herself who has studied some two dozen languages Ellen Jovin has written this book to help motivated working adults advance their business English on their own time and at their own pace Note that this book reflects global English usage but spelling is American English

**Teaching Language to Learners of Different Age Groups** Hannah Pillay,2012 The Business Style Handbook, Second Edition: An A-to-Z Guide for Effective Writing on the Job Helen Cunningham,Brenda Greene,2012-10-26 Revised and updated for the newest digital platforms the classic guide to business writing style and protocols While retaining all the valuable information that has made The Business Style Handbook a modern classic the second edition provides new words phrases and guidance to help you express yourself clearly confidently and correctly on any digital platform New to this edition Updated A to Z section with 250 new entries Best practices for email in a world of portable devices Insights from communications executives at global companies Praise for The Business Style Handbook This may be the handiest and clearest book of tips on basic business writing I've read in a long time Pam Robinson cofounder the American Copy Editors Society An excellent primer on how to communicate effectively in a business setting Michael Barry vice president media relations Insurance Information Institute This book is especially helpful for people when English is their second language I recommend it to all my business classes Elizabeth Xu Ph D author executive mentor and leadership class instructor Stanford University You never want poor writing to get in the way of what you're saying This style guide is a valuable resource to help ensure that the quality of your writing differentiates you Bart Mosley principal and chief investment officer Alprion Capital Management LP Canadian Business English Mary Ellen Guffey,Patricia Burke,2005 For

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**Contemporary Perspectives in English Language Studies** Sarjit Kaur,Shakila Abdul Manan,2013

**The Communication Clinic: 99 Proven Cures for the Most Common Business Mistakes** Barbara Pachter,Denise Cowie,2016-12-16 The proven prescription for powerful business communication Sending an email plagued with typos Rushing through a presentation Never saying no Under dressing for a company event What do these all have in common Bad messaging The Communication Clinic is a comprehensive commonsense guide to getting the job of your dreams and presenting yourself in the best light through your writing speaking body language and overall appearance In no time you ll begin recognizing the subtle mistakes that are holding you back and taking steps to overcome them The Communication Clinic provides the proven prescription for Writing effective emails Developing a professional presence Mastering verbal and nonverbal communication Using social media for career success Designing and delivering powerful presentations Being assertive but not aggressive in person and online Managing conflict Business interactions are increasingly done over digital platforms and across traditional boundaries Never has clear communication been more critical Unskilled communicators can create awkward situations negatively affect business profitability and even end their own careers with a few poorly chosen keystrokes Consult The Communication Clinic and you ll show everyone that you understand your job that you care about your career and that you work well with others all of which come across loud and clear through effective communication *Business Communication with Writing Improvement Exercises* Phyllis Davis Hemphill,Donald W. McCormick,Robert D. Hemphill,2001 This workbook textbook introduces a basic theory of communication then presents basics of business communications attractive appearance a tone of good will and a clear and complete message Applies these principles to different types of messages such as sales persuasive credit collection an *RILA* ,2010

**The New Zealand Oxford Dictionary** Graeme D. Kennedy,Tony Deverson,New Zealand Dictionary Centre,2005 The New Zealand Oxford Dictionary is the first large scale English dictionary especially prepared for New Zealand users It has been compiled at the New Zealand Dictionary Centre in Wellington and reflects both the New Zealand Dictionary Centre s research into New Zealand English and research into international English conducted by Oxford dictionary centres worldwide especially the research for The Oxford English Dictionary The New Zealand Oxford Dictionary

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*Contemporary Business Communication* Scot Ober,2000-05-09 Students don t have to be convinced of the need for competent communication skills By the time they enter business communication classes students know enough about the business environment to appreciate the critical role communication plays in the contemporary organization they re also aware of the role communication will play in helping them secure an internship or get a job and be successful at work To sustain this inherent interest students need a textbook that is current fast paced and interesting just like business itself Thus a major objective of the book is to present comprehensive coverage of real world concepts in an interesting and lively manner This edition has been extensively revised to provide students with the skills they need to communicate effectively in the complex and ever changing contemporary work environment The revision was based on helpful feedback received from the current users around the country and indeed around the English speaking world changes in the discipline and especially changes in the workplace itself The following discussion highlights the features of this complete learning and teaching system Business communication in context technology centered Work team communication Spotlights on contemporary issues The 3Ps problem process and product model Annotated models and checklists basic skills first Unprecedented instructor support Additional student support materials Pref

**eBook Essential Skills for Business** PERLITZ,2023-04-13 This new title from McGraw Hill is a course in a book for TAFES and RTOs delivering the Certificate III in Business BSB 30120 It offers a complete solution with a textbook or ebook option complimentary Instructor Resources and a separate Assessment Package The text is completely up to date for the Training Package and follows a unit by unit approach which is easy to follow Language used is student friendly and the design is appealing and full of visuals and diagrams to aid understanding Key Features Chapters mapped to UOC for ease of use Comprehensive coverage of 6 core units and 15 of the most popular Electives A separate suite of Assessment Tools in word format for you to edit and contextualise to your needs Written by leading expert and trainer Lee Perlitz

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