

GCE N-LEVEL ENGLISH · SITUATIONAL WRITING

Situational Writing Phrases

Right phrases for emails, letters and reports

● Formal openings

I am writing to..., I would like to..., I am writing regarding...

● Informal openings

To a friend: How have you been?, I hope you're well, Guess what happened!

● Making a request

I would be grateful if..., Could you kindly..., I would appreciate it if...

● Giving reasons

This is because..., The main reason is..., Owing to...

● Making suggestions

I suggest that..., It may help to..., One option is to...

● Formal closings

Thank you for your time., I look forward to your reply., Yours faithfully,

● Informal closings

Write back soon!, Take care,, See you then,

● Report / proposal words

recommend, propose, conclude, outline, address