

I am writing to complain about the service in your establishment.

**say**

This is just a quick note \_\_\_\_\_ not happy about the service in your shop.

This is just a quick note to say I'm not happy about the service in your shop.

**complain**

I am writing \_\_\_\_\_ the service in your establishment.

My advice to you is to consider purchasing a new car, provided you have the money.

**think**

I really \_\_\_\_\_ buy a new car as long as you've got the money.

I really think you should buy a new car as long as you've got the money.

**consider**

My advice to \_\_\_\_\_ purchasing a new car, provided you have the money.

I have a good knowledge of information technology.

**great**

I'm \_\_\_\_\_ computers.

I'm great with computers.

**knowledge**

I have \_\_\_\_\_ information technology.

With reference to your recent letter, I'm delighted to hear that you have been successful in finding employment.

**exciting**

Anyway, it's really \_\_\_\_\_ got a new job.

Anyway, it's really exciting that you've got a new job.

**successful**

With reference to your recent letter, I'm delighted to hear that you \_\_\_\_\_ finding employment.

I would be grateful if you could tell me when you are expecting to arrive.

**know**

I'd \_\_\_\_\_ when you're going to turn up.

I'd like to know when you're going to turn up.

**grateful**

I would \_\_\_\_\_ could tell me when you are expecting to arrive.

I was most surprised to discover that the price of food has risen.

**have**

Believe it or not, food \_\_\_\_\_ up.

Believe it or not, food prices have gone up.

**price**

I was most surprised to discover \_\_\_\_\_ food has risen.

To make the double sided cards, cut along the solid lines and fold along the dotted lines.

I apologise for the delay in replying. <b>slow</b> Sorry for _____ back to you.	Sorry for being so slow getting back to you. <b>delay</b> I apologise _____ in replying.	Please forgive me for postponing our meeting. <b>our</b> Sorry for _____ off.	Sorry for putting our meeting off. <b>postponing</b> Please forgive _____ meeting.
Dear Mr Phillips,  I am writing to inform you that I will be unable to attend.  <b>note</b>  Hi James,  Just a quick _____ that I can't come.	Hi James,  Just a quick note to say that I can't come  <b>unable</b>  Dear Mr Phillips,  I am writing to inform you that _____ to attend.	I would be most grateful if you could send me a full refund.  <b>appreciate</b>  I'd _____ you'd send me my money back.	I'd appreciate it if you'd send me my money back.  <b>grateful</b>  I would be most _____ send me a full refund.
Would you please ensure that this does not happen again.  <b>sure</b>  Please _____ doesn't happen again.	Please make sure this doesn't happen again.  <b>ensure</b>  Would you please _____ not happen again.	As regards to your request, I would be pleased to assist you.  <b>happy</b>  By the way, _____ help.	By the way, I'd be happy to help.  <b>pleased</b>  As regards to your request, I _____ assist you.