

<p>I am writing to complain about the service in your establishment.</p> <p>say</p> <p>This is just a quick note _____ not happy about the service in your shop.</p>	<p>This is just a quick note to say I'm not happy about the service in your shop.</p> <p>complain</p> <p>I am writing _____ the service in your establishment.</p>	<p>My advice to you is to consider purchasing a new car, provided you have the money.</p> <p>think</p> <p>I really _____ buy a new car as long as you've got the money.</p>	<p>I really think you should buy a new car as long as you've got the money.</p> <p>consider</p> <p>My advice to _____ purchasing a new car, provided you have the money.</p>
<p>I have a good knowledge of information technology.</p> <p>great</p> <p>I'm _____ computers.</p>	<p>I'm great with computers.</p> <p>knowledge</p> <p>I have _____ information technology.</p>	<p>With reference to your recent letter, I'm delighted to hear that you have been successful in finding employment.</p> <p>exciting</p> <p>Anyway, it's really _____ got a new job.</p>	<p>Anyway, it's really exciting that you've got a new job.</p> <p>successful</p> <p>With reference to your recent letter, I'm delighted to hear that you _____ finding employment.</p>
<p>I would be grateful if you could tell me when you are expecting to arrive.</p> <p>know</p> <p>I'd _____ when you're going to turn up.</p>	<p>I'd like to know when you're going to turn up.</p> <p>grateful</p> <p>I would _____ could tell me when you are expecting to arrive.</p>	<p>I was most surprised to discover that the price of food has risen.</p> <p>have</p> <p>Believe it or not, food _____ up.</p>	<p>Believe it or not, food prices have gone up.</p> <p>price</p> <p>I was most surprised to discover _____ food has risen.</p>

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