

Preview

50 Ways to *Write* It in Business English



By Andrew D. Miles

400 Ways to Write It in Business English

—Preview—

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This summary

This booklet is a summary of *400 Ways to Write It in Business English*. It is for English students who write emails, reports, blogs, proposals, requests and other business texts. Five examples have been entered for each case so readers can easily find the phrase that suits them.

The full book

The full book covers 400 business scenarios and 2,000 practical phrases. From giving opinions to convincing readers to congratulating them, you'll learn how to express yourself clearly and appropriately in most business contexts. You can buy the full book at www.andymiles.com or at www.amazon.com.

Other books by the author

Andrew has also written the *English / Spanish Business English Dictionary*; *400 Ways to Say It in Business English*; *Speak & Write Better Business English*; the *Spotty English & Spanish Stories* for small kids; and *My Days Away*, a novel where an Oxford teacher travels to discover a hidden world. You can read Andrew's books and contact him at www.andymiles.com

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Introduce yourself

Introduce yourself formally

I'm writing to introduce myself

I'm writing to introduce myself. I'm Livio Marco from the Rome office.

I'd like to start with my name

I'd like to start with my name. It's Robert Brown. We met in Geneva.

Your email was given to me

Your email was given to me by Ms Quirk, who leads our team.

This is Erin writing

This is Erin Mercer writing. I run Summerwood's retail division.

I have taken the liberty

I have taken the liberty of contacting you directly. My name is Stuart Kelsk.

Introduce yourself less formally

I'm Trevor

I'm Trevor. Gus passed me your details.

Hi. I'm Stan

Hi. I'm writing to invite you to our in-house party. I'm Stan, by the way.

Hello. This is Gus

Hello. This is Gus, your new contact in Helsinki. When are you flying in?

Hi. You don't know me

Hi. You don't know me personally but I'm Ted Corke's associate.

Hello. Your friend Karen gave me your email

Hello. Your friend Karen gave me your email address. I'm Todd, her teacher.

Introduce someone else

Introduce someone else formally

I'm sending you this email to introduce

I'm sending you this email to introduce Miranda Nguyen, our ASEAN markets rep.

I'm not sure whether you are acquainted with

I'm not sure whether you are already acquainted with Sten. I'm attaching a picture just in case.

There's someone I'd like you to

There's someone I'd like you to see when you have a minute. It's Bert Hoggs.

Allow me to introduce

Please allow me to introduce Norman Valence. You'll be meeting him at the fair.

Let you know about

I'm writing to let you know about Chris Lao, who might ask you for an appointment.

Introduce someone else less formally

I'm dropping you a line to tell you about

I'm dropping you a line to tell you about Ann Dart. She'd like to pass by your office.

I can't remember if you have already met

I can't remember if you've already met Beatrice, my assistant. She'll be there at noon.

Someone wants to meet you

I'm writing because there's someone who wants to meet you. It's Harris Frenzy, my old schoolmate.

Just a quick email so you know about

Just a quick email so you know about Peter Roche. He's the new contractor.

Let me warn you about

Let me warn you about Ringo Gregg. He's the biggest liar ever!

Start

To begin with

To begin with, we will review HXV's performance so far.

Let's start by

Let's start by analysing some figures.

First of all

First of all, I'll address the situation we faced last month.

We will describe

We will describe the problem in the first lines of this report.

Why am I writing?

Why am I writing this note? To save you time and money.

Introduce a summary

Briefly

To put it briefly, Sean messed up the whole operation.

In a few words

In a few words, no one has claimed yet.

In a nutshell

In a nutshell, the Africa operation has not turned out as we had expected.

Let's start with a synopsis

Let's start with a synopsis. It will only take three lines.

I'll outline

I'll outline the issue in the paragraph below.

Explain your purpose

Explain your purpose formally

The reason

The reason I am writing is to try a rapprochement with your attorney, who seems adamant to bring us to court.

Our aim

Our aim is to rationalise manufacturing with the help of this manual. Please print twenty copies and distribute them to our factories.

What I'd like

What I'd like you to understand from this report is that our business is sound.

My objective

My last email's objective was to solve every misunderstanding, so I am open to any comment you might have.

We intend

We intend, by means of this document, to prove we are not guilty of any misdemeanour.

Explain your purpose less formally

I want to

I want to put down in writing that we never disagreed on the pricing policy.

I'd like to mention that

I'd just like to mention that we will do what we can with the information we have.

I'm dropping you a line to offer

I'm dropping you a few lines to offer a solution—though I definitely do not want to see Kirk at the negotiation table.

Our idea

Our idea is as clear as water. We'll invest in your dotcom if you sell us a 25% share of your stocks.

What we hope to explain

What we hope to explain here is that the project might never pan out in spite of what Siobhan has promised.

Present the first item at a speech

Let's start at the beginning

Let's start at the very beginning. As you can see in the graph, Paris is our top priority.

First things first

First things first. My last email was sent by mistake so I owe you an apology.

Item one

Item one in our agenda is corporate responsibility. Please read the summary carefully.

Section A

Section A in this account analyses our relationship with the government.

The opening paragraph

The opening paragraph of this month's newsletter deals with stock valuation.

Present the next item

Let's read on

Let's read on. What happened after the initial expansion?

Now we'll present

Now we will present the next topic of my thesis.

Following on from

Following on from the introduction, we will now address assurance policies.

The next item

The next item on my list will only take a couple of pages.

After that

I understood your explanation up to paragraph nine but did not get what came after that.

Present the last item

We'll finish

We'll finish the study by proposing a course of action.

To conclude

To conclude, I must admit that the venture was a mistake from day one.

Last but not least

Last but not least, I'll write on why this deal should have never gone through.

To end

I'd like to end by thanking the people who helped me in my research.

To wrap up

We can wrap up the report by stating that floods were the main cause of our losses.

Present items in order

First, second, to end

First, we will read about current costs; second, we'll see which expenses should be trimmed. We will end by going over this year's budget.

To start with, then, to wind up

We visited every factory in the region to start with. Then, we picked the twelve most relevant industries. We wound up by interviewing ten CEOs and writing this review.

Initially, next, finally

We initially plan to report on farming in Scotland; the next step will be to produce a paper on cereal and finally provide comprehensive figures for both oats and rye.

In the first place, following from that, to top things off

In the first place, you never asked us for permission; following on from that, you entered our premises illegally. To top things off, you damaged three computers.

We shall begin by, after, lastly

We shall begin this article by defining Economics. After that, we will study Samuelson's views on demand and supply. Lastly, students will have to write a digest.

Present data

Present data formally

You will see

You will see in this report why Riversof should have never bought Apedam.

Let me show you

Let me show you how to improve your sales in just 400 words.

This article reveals how

This article reveals how to invest in futures and never lose money.

The first paragraph proves

The first paragraph proves that *Bellelathe* is a much better soap than *Hildaline*.

Find herewith

Please find herewith evidence A. Evidence B will be forwarded within a week.

Present data less formally

Here you can learn

Here you can learn how to build a lamp from spare pieces in your home.

You don't need to read between the lines

You don't need to read between the lines to see the evidence. It's in plain sight!

It's a fact

We never participated in that shady business. It's an incontestable fact.

We want you to see

We want you to see the difference between the old and the new edition.

Here you have

Here you have several pictures of my office.

Present apparently contrasting data

Although A seems fine, B is better

Although your dissertation seems fine, Hugh's is much better constructed.

In spite of the evidence, I'd like to mention

In spite of the evidence, I'd like to mention that not everything is as clear as it appears.

You could opt for A. On the other hand

You could opt for A. On the other hand, strategy B is also worth a look, so do read Janice's notes before you make a decision.

I like your idea. However, she disagrees

I liked the idea you presented in your report. However, the board disagrees.

Instead of reporting

Instead of reporting on insecticides, why don't you try writing about pest control?

Present assumptions

We expect

We expect next year to develop better than this year.

We anticipate

As I told you in my last email, we anticipate no further problems with delivery.

We presume

We presume company law will remain the same if the government doesn't give in to lobbyist pressure.

We look ahead to

We look ahead to turmoil in the Middle East, as you can read in the next chapter.

If all turns out as planned

If all turns out as planned, the assumptions of this report will become a reality.

Present data that confirms assumptions

It is well known

It is well known that high demand leads to high prices. Please check chart three.

Statistics corroborate

Statistics corroborate that slow growth is often followed by higher unemployment.

Experience has shown

Experience has shown that rumours can tarnish any reputation. Therefore, please contact the magazine's editor and set matters right.

Who is not aware?

Who isn't aware of Hollywood's influence?

Evidence points

Evidence points in two directions: The Rome and the Prague offices—so summon both CFO's to our headquarters.

Present data that contests assumptions

The shocking truth

The shocking truth is that our CEO is a liar—as you will verify when you go through the affidavit Jessie Girding sent me.

Contrary to popular belief

Contrary to popular belief, bigger cars are not always safer cars. Please refer to the Euro NCAP assessment for further details.

In spite of what has been written

In spite of what has been written, Charles never gave up.

The prevalent opinion

The prevalent opinion is that more advertising always brings higher sales. It's wrong, at least as attested by Paul F. Hendricks in his book, *Expensive but Futile*.

On the surface

This looks like a good deal on the surface. If we dig deeper we'll see it's not.

Ask for information

Could you please send?

Could you please send me all the postings for last month?

Would you mind forwarding?

Would you mind forwarding the information on the C&R case?

I wonder if you could let us have

I wonder if you could let us have the TDX drawings. We will return them ASAP.

What do you know about?

What do you know about Peter's background? Have you checked his LinkedIn profile?

We are interested

We are interested in architecture. Do you have any records on the Lambeth Square project?

Ask for urgent information

We need them ASAP

Please deliver the details today. We need them ASAP.

Could you mail it immediately?

Could you mail the specifications immediately? Our boss must have them tomorrow.

We can't wait

We just can't wait. It's imperative they arrive by Friday.

It's urgent

It's urgent so please arrange the fastest possible transport.

Can we have it same day delivery?

Can we have same-day delivery? We are ready to pay for the extra cost.

Ask for additional information

May we have?

May we have all the information in writing?

Could you elaborate on?

Could you elaborate on how you intend to make the machine work without fuel or water?

Is there any additional?

Is there any additional aspect to consider apart from what you wrote last week?

We need more

We need more data. One projection is not enough so please submit your essay again.

Could you provide?

Could you provide extra details? I don't think there's enough in this paper.

Ask for more detailed information

Could you be more specific?

Could you be more specific in your memo so we see how useful this is?

Can your forward more particulars?

Can you forward more particulars? There isn't enough information in your guideline.

Please submit further details

Please submit further details. We still don't know size or weight.

What you've forwarded is not enough

What you forwarded is not enough. We need three referees and one guarantor.

Please don't forget to include

Please don't forget to include everyone's name and surname.

Reply with information

Please find it attached

Please find the brochures you requested attached.

I'm sending you

Here I'm sending you the data that you need to finish your research.

I'm not sure I'll be able to

I'm not sure I'll be able to inform you about our new programme. I need to clear that with Doug first.

I won't forward

I won't forward the details you need until your company pay us what they owe us.

We can't provide

We can't provide the statistics you require because they are not available yet.

Ask if further details are needed

Would she like us to send?

Would Ms Windermere like us to send additional figures?

Do you have enough?

Do you have enough information?

Feel free

Please feel free to request supplementary statistics if these are not sufficient.

We're ready to answer any question

We're ready to answer any question so please mail any queries you might have.

Please let me know if you need

Please let me know if you need anything else.

Reply that further details are needed

Would you mind sending?

Thanks for asking if we need anything else. Would you mind sending your sales figures for 2014?

We do not have enough

In fact, we do not have enough information. It would be better if we had gender and age for each applicant.

We also need

It's kind of you to offer. Yes, we also need to know if your company was ever involved in selling arms to Libya.

We have some more questions

We have some more questions. Please find them in the form attached.

Can you explain the particulars?

Can you please explain the particulars of Operation Windjammer? There's only a brief paragraph on that specific action.

Reply that further details are not needed

Thanks but we do not need

Thanks for your kind reply but we do not need another lot. One is more than sufficient!

Fortunately, we do have enough

Fortunately, we do have enough to work on with what Joe sent us—but thanks anyway.

No further questions for the moment

I'm writing to answer that we do not have further questions for the moment. Thanks for asking.

Nothing else

Nothing else. We have all the figures so it's just a matter of crunching numbers now. Thank you very much, anyhow.

We can manage

We can manage with what we already have so we will not need any more details, thanks.

Ask for evidence

Could you provide?

Could you provide us with the facts? I need a written report at least.

Why don't you?

Why don't you send us the pictures together with the text?

Can you illustrate that?

Can you illustrate your numbers with a graph? They're hard to understand otherwise.

What evidence?

What evidence did you say Hannah sent the lawyers?

Please back that up

Please back that up with further research, rewrite it and submit it again.

Reply with evidence

Find it enclosed

Please find the evidence enclosed in two envelopes. One is labelled "Gas" and the other one is labelled "Petrol".

I'm pleased to supply

I'm pleased to supply the information your boss needs. You can retrieve it from our website by entering the following password: *figurine77*.

It's unclear

It's unclear whether I'll be able to pass the figures on to you as I need Timberley's approval and he can sometimes be difficult to convince.

It's impossible

It's impossible for us to find the data you request because our computers were stolen two years ago and we did not have a backup then.

We will not

We will not make this information public so I'm afraid you will never be able to read it.

Ask about food

Is it included in the price?

Is breakfast included in the room price?

Do you carry?

Do you carry kosher food?

Would you have a special menu?

Would you have a vegetarian menu at the restaurant?

Jo is intolerant to gluten

Jo is intolerant to gluten. Will we be able to order food for guests with celiac disease?

We're allergic to

One of our children is allergic to nuts, so could you get her separate frying pans? Please confirm.

Reply about food

It is included in the price

Both drinks and dessert are included in the price.

We do carry

Yes, we do carry kosher and halal food so we will be able to cater to every member of your party.

We don't have a special menu

Unfortunately, we do not have a special menu for children, though I'm sure our chef would be delighted to cook some spaghetti for your daughters.

It's all locally produced

We only purchase locally produced vegetables so all our greens come from farmers we know.

We can cater to your needs

We can cater to most special needs though it would help us to know beforehand how many strict vegetarians will be attending the meeting.

Ask about background

Could you enlarge on your experience?

Could you enlarge on your experience in solar panel installation?

I'd like to know more about your background

I'd like to know more about your background in industrial design.
Can you forward a draft of anything you drew up lately?

Would you mind detailing your work history?

Would you mind detailing your work history? Your résumé is rather succinct and doesn't include all your jobs.

I'd like to read about your education

I'd like to read a bit more about your education. For instance, why did you choose Cornell?

Can you mention your achievements?

Can you mention some of your achievements at Riversoft? Just write a five-line summary.

Reply about background

My experience includes

My experience includes eight years as maintenance head at the G&G bank.

Thanks for asking about my background

Thanks for asking about my background in hospital administration. I worked at the Gainsborough Clinic from 2010 to 2014.

My work history spans

My work history spans four decades so I'll summarise it in two paragraphs. The first details my years as a field analyst and the second my work as a senior consultant.

Here goes the information

Here goes the information you requested on my university degree, which I attach. My final grade was B Minus and I majored in Sociology.

I'd like to mention my achievements

I'd like to mention some of my achievements, which include having rescued Riversoft Inc from bankruptcy and leading Unitank through five years of growth.

Ask how to contact

Could I contact you?

Could I contact you on the phone? Would you mind mailing me your number?

Would you give me permission?

Would you give me permission to mail you a script I wrote?

How can I reach you?

How can I reach you at the weekend? I don't have your home number.

Please send us

Please send us your address ASAP. I'd rather get it on WhatsApp but send us an email if that's not possible.

Would it be proper?

Would it be proper for me to call at her office unannounced?

Reply with contact details

You can contact us

You can contact us on WhatsApp, SMS, Skype, Facebook, LinkedIn, Pinterest, Instagram, X, Messenger, Hangouts, TikTok, Line and Viber.

We can be reached

We can be reached at + 44 7700 900 1277 or at sinisterlab@sinistersisters.co.uk.

You can get hold of me

You can get hold of me at our head office in Milton Keynes. Just ask for Geoffrey, my private assistant.

My email address is

My email address is internet@andymiles.com. Please feel free to write with questions on this book.

Our full details are

Our full details are written on our website. Just log onto our main page and you'll find everything there.

Ask for clarification

What did you mean?

What exactly did you mean when you tweeted that there would be changes at the Bangalore plant?

Can you rewrite it in plain English?

Can you rewrite paragraph three in plain English? I got lost in the jargon.

I didn't understand

I didn't quite understand that last email. Are you sure it was meant for my eyes?

Could you explain?

Could you explain your idea in more detail? I don't get the picture.

I can't appreciate the difference

I can't appreciate the difference between the FTD and the FTE. Please enlarge on that.

Reply with clarification

What I meant

What I meant is that the new boss will surely bring his own team along so we might be in danger of losing our jobs.

In other words

In other words and to put it in plain English: the Lewisham plant will not be given the contract

To avoid confusion

You're right in saying that both Logotrendy and Logorandy are similar-sounding words so we'll only use the latter to avoid confusion.

Let me explain

Let me explain my idea in more detail. You'll understand everything once you've read the following description.

I'd like to clarify

I'd like to clarify one point. Mendez has never worked for us and our company is not in any way associated with him or any driver in his team.

Ask for instructions

Could you explain how to?

Could you explain how to operate the nozzle without using both hands?

Please tell us the best way

Please tell us the best way to start the engine in cold weather.

Can you break down the process?

Can you break down the process into steps we can all follow?

Please send us detailed

Please send us a detailed drawing, as we have been unable to assemble the kit.

Write with instructions on how

Please write back with instructions on how to order only one book in your series.

Reply with instructions

I would start by

I would start by checking that all cables are well connected.

Please find attached instructions

Please find attached the instructions you requested in your kind email.

I'll explain

I'll explain the steps you need to take if you want the machine to run at full capacity.

I will tell you how

Thanks for your message. Now I will tell you how you can repair the engine yourself.

First, then, lastly

First unplug the device. Then open the carcass. Lastly, replace the red coloured fuse on the far left.

Ask someone to write back

I haven't received your reply

I haven't received your reply yet.

I'm surprised that you haven't written back

I'm surprised that you haven't written back. Is there a problem?

We are still waiting for your news

We are still waiting for your news on our last claim.

Can you tell me when you'll give us an answer?

Can you tell me when you'll give us an answer? Our director is getting nervous.

We were expecting to hear from you

We were expecting to hear from you last week. What's happened?

Write back

Thanks for your message

Thanks for your message dated 4 July. My view is that it is a bit early for a takeover bid but you do have my backing if you decide to go ahead.

I'm writing to answer your

I'm writing to answer your message though, unfortunately, Dean Reeves hasn't been able to review your essay yet. I'll send you an email when he does.

With regards to

With regards to your invitation, Ms Burns confirms that yes, she will attend the Stoke-on-Kent conference.

Concerning your last email

Concerning your last email, I am afraid our boss has decided not to proceed with your plans.

I finally have time to get back to you

I finally have some time to get back to you. Sorry I haven't been able to write before!

Ask for someone else to write

Would you mind asking?

Would you mind asking Tim to sign the documents and dispatch them?

Would it be proper?

Would it be proper to ask John if he could handwrite the card instead of typing it?

May I suggest?

May I suggest Dr Stoppard get back to us? He's the valve designer.

Could you convince?

Could you convince Keith Smithers to co-author the article?

I believe Arthur might have something to add

I believe Arthur might have something to add. Could you get him to drop us a line?

Reply on someone else writing back

He will send

I have asked Tom and he says he'll send you a full report next month.

She will get back to you

Camilla will get back to you once she has finished reading the sworn statement.

They might write

Sugar & Vine Ltd have answered that they might write a formal complaint but haven't reached a decision yet.

He has nothing to add

Professor Kelvin has confirmed he has nothing to add to your programme.

They have declined

They have declined my offer and have told me they prefer not to put their thoughts on paper so don't expect to hear from them.

Ask for opinion

Could we have your view?

Could we have your view on the story? A couple of lines would be enough.

What's your standpoint?

What's your personal standpoint on accepting that debtor?

Can you give us your opinion?

Can you give us your opinion on the new valuation method?

What do you think?

What do you think is adequate compensation? Please put it in writing.

Do you have any suggestions?

Do you have any suggestion on what to include in my paper?

Reply with opinion

My view is that

My view is that you have had enough of the firm so I would quit immediately.

Our shared opinion

Our opinion, which is shared by every member of the team, can be read in the report I attach.

I think that

I think that it's never too late to study so do apply for that Master's Degree.

We believe

We believe in transparency so you should say all you know to the committee.

It is our standpoint

It is our standpoint that honesty must rule all our actions so act following that principle.

Ask for advice

What should I do?

What should I do if they ask us for our ISO certificate? Please write back.

Would you recommend?

Would you recommend moving the administration office to a new site?

Do you know?

Do you know anything about advertising? Could you give the copy I attach a quick read?

Would you have any advice?

Would you have any advice on how I can summarise all this in two paragraphs?

I need your counsel

I need your counsel. Do you prefer "*best value*" or "*the best value*" as a slogan?

Reply with advice

If I were you

If I were you I would leave that job today.

I suggest you

I suggest you make an offer right away. Kay told me they have cash flow problems.

We would recommend

We would recommend moving the administration office to Bristol.

We advise you to

We advise you to tread carefully when dealing with Richard Goon. He's savvy and well informed.

I would propose

I would propose changing the angle and attacking Hugh instead of waiting for him to act.

Ask about a company

What type of?

Your email wasn't clear. Exactly what type of polyester does your firm manufacture?

What are your main products?

What are your main products in the agribusiness category? Please send us a list.

Which is your sector?

Which one is your sector? Is it gaming or gambling?

Which services could you provide?

Which services could you provide for our platform? Could you post a catalogue?

Where are you located?

Where is your nearest production facility located? Please attach a map.

Reply about a company

We manufacture all sorts of products

We manufacture all sorts of polyester-based products.

Our main services are

Our main services are connected to the aviation business and include aeroplane maintenance.

We work in the mining sector

We work in the mining sector. Gold, silver, platinum and palladium.

We are a multinational corporation

B&B bank is a multinational corporation based in the Cayman Islands but with offices in thirty-five countries.

Our store is located at

Our flagship store is located at Union Square in New York. You'll find it very close to the HSBC bank.

Ask about a product or service

Could you forward some information?

Could you forward some information on your tours? A brochure would be perfect.

Can you describe?

Can you describe how appearing in your blog could benefit us?

What features does it have?

What novel features does this axle have?

Could you specify?

Could you specify how the GHZ Simplex performs in sub-zero temperature?

Where can I buy it?

Would you mind sending us a message with the address where we can buy the shoes?

Reply about a product or service

Please find attached a brochure

Please find attached a brochure on our tours. We run them every weekend at 9.00 am.

Let me tell you how

Let me tell you how advertising in our blog could help you: we have 60,000 unique readers between 25 and 50 years of age.

It has the following features

The drone has the following features: HD video camera, carbon fibre body, rechargeable battery and a three-axle gyroscope.

Our products can be bought

Our product can be bought at Marks & Spencer.

Our service has been nominated

Our service has been nominated Best Catering Service in the valley by *Food & Gourmet Magazine*.

Ask about size

Please attach measurements

Please attach a sketch with the exact measurements.

How long? How short?

Could you write back telling us how long the nozzle is?
How short is it at its lowest point?

How wide? How thin?

How wide is the lift? If it's less than five feet we'll have to carry it up the stairs.
How thin can you make it? We would need at most three microns.

How high? How deep?

How high is the mast? Could you email me the figure in feet, please?
How deep does this well reach? Please send me a memo with drawings.

How large? How small?

Exactly how large do you need the crate to be? Is two by six big enough?
How small is your smallest microprocessor?

Reply with size

Please find the measurements attached

Please find attached a drawing with the exact measurements.

It's eleven inches long

The nozzle is eleven inches long.

It's four feet wide

The lift is six feet wide so you'll probably have to carry the pool table up the stairs.

It's fifty-four storeys high

The building is fifty-four stories high and the club is on the top floor.

It's large enough

The entrance channel to the harbour is large and deep enough for most seafaring vessels.

Ask about weight

How much does it weigh?

How much does it all weigh? Please send both tare and gross weight.

How many kilos?

How many kilos did you order? It's not clear in the document.

Is it over or under a ton?

Is the whole device over or under one ton? Please specify exact weight.

How heavy is it?

How heavy is the bulldozer? We won't lease it until we know that.

What's the load?

What's the maximum load your trucks can carry? Please reply in writing.

Reply with weight

They weigh

The packets weigh seventy-five grams each once filled and labelled.

It's 101 kilos

It's 101 kilos, roughly 223 pounds.

They reach over a ton

The boat reaches well over a ton so transport could be a problem.

It is very heavy

The bulldozer is very heavy, so much that a conventional lorry can't carry it.

The maximum load

The maximum load our trucks carry depends on each country's legislation.

Ask about shape

What shape is it?

What's the shape of the new skirt? Pencil or flared?

What does it look like?

What does the new phone look like? Please send me a picture.

Is it round or square?

Is the table round or square? We need to know before we buy the tablecloth.

Please describe the form

Please describe the actual form of the booth as we need to order the furniture.

Is it longer than wide?

Is it longer than wide? Is it as tall as it is wide? Is it deeper than one foot?

Reply with shape

It's round, square, rectangular, oval, trapezoidal, triangular

The new stadium is oval but the pitch is rectangular and the TV tower is round. The parking lot is triangular.

It looks like

It looks like a gigantic Mexican hat if you see it from the side.

It is similar to

It is in many ways similar to an iPhone though I'd say the screen is slightly wider.

Let me describe the shape

Let me describe the shape: there's a circular fountain at the front followed by a trapezoidal garden with two parallel paths that lead to either side of the mansion.

It is longer than wide, it is as tall as it is wide, it is shallower than three feet

The house is longer and taller than it is wide, which reminds me of a wooden box.

The canal is shallower than three feet so the barge won't be able to get through.

Ask about volume

Can you send me the measurements?

Can you send me the container measurements?

How many cubic metres are we talking about?

How many cubic metres are we talking about? Please forward the figures ASAP.

Can you specify volume?

Can you specify the exact volume of each component?

Is it bulky?

Is the equipment bulky? Will we have to build another hangar especially for that?

How much water does it displace?

How much water does the submarine displace? Is it over or under 10,000 tons?

Reply with volume

It measures 40 x 8 x 8.6 feet

The container measures 40 x 8 x 8.6 feet and has a payload of 60,350 lbs.

It's 17 cubic metres

It's 17 cubic metres of wheat, which should fit into a lorry.

The volume is 233 feet

The volume is 233 feet though it might shrink a bit during the trip.

It is big

Yes, it is big so it would be better if you built a new hangar just for this machine.

It displaces 12,000 tons

The submarine displaces 12,000 tons.

Ask about someone

What can you tell me about?

What can you tell me about Erin O'Keefe? Could you write a short report on her?

Please drop me a line on

Drop me a line on Jesse when you have a minute. Is he up to date with his project?

How is Rick getting on?

How is Rick getting on at the front desk? I would need a memo to pass onto the boss.

What's your opinion on?

What's your opinion on promoting Jill to CFO? Please send me an email with your pros and cons.

Would you recommend?

Would you recommend Kay for the institutional relations department? I think she'd be willing to take on new responsibilities.

Reply about someone

Erin is reliable and trustworthy

Erin is both reliable and trustworthy. Please find my report on her performance attached.

Just a few lines on Jesse

Just a few lines on Jesse. I'm afraid he's not up to date with his project.

Rick is getting on

Rick is getting on fine at the front desk. He turns a bit anxious when there are many people at the lobby, but I believe he'll learn how to cope with that.

My opinion is not favourable

My opinion on Jill is not favourable at all. She's disorganised, temperamental and lacking in leadership skills.

I would recommend

I would indeed recommend Kay for the institutional relations department. I am sure she is willing to take on new responsibilities.

Ask for a writer's information

Could you tell us a bit more?

Could you tell us a bit more about your company before I forward your email to Mr Jones?

Where are you writing from?

Exactly, where are you writing from? We do have to know your location before we reply.

We would need you to confirm

We would need you to confirm some details to prepare a budget. Is it Ms or Mr Redlegg? Are you under or over fifty years of age?

Please explain

Before we proceed, please explain who gave you our name and address.

Would you be kind enough to fill out?

Would you be kind enough to fill out the questionnaire attached? It's a PDF that you can save and forward to Ms Quaint.

Reply with information on yourself

I'd be pleased to tell you about myself

I'd be pleased to tell you about myself so you can decide whether Mr Jones can receive me. I'm an architect and specialise in sanitation systems.

I am writing from

I am writing from Lagos, Nigeria. I would need your bank account number because my boss has to pay you some money.

It's a pleasure to confirm

It's a pleasure to confirm our details. We are a small company in the East Midlands.

I'd like to explain

I'd like to explain that your address was given to me by Father Roger Stubbs.

Please find the information attached

Please find the information you requested attached.

Ask for purpose

What's the purpose?

What's the purpose of your message? I cannot understand why you have written to us.

Can you explain why?

Can you explain why you copied me on this email? It deals with private matters I feel are too personal for me to read.

What is the reason?

What is the reason for your Facebook posting on our company? Do you hold a grudge against us?

On what grounds?

On what grounds do you claim to know what is better for our corporation?

Could you clarify the intentions?

Could you clarify the intentions behind your message to Sir Windermere?

Reply with purpose

The purpose

The purpose of this message is to inform you about our new loudspeakers, which are cheaper, smaller and offer better sound.

Our objective

Our objective is simple: we want to provide the best possible teaching service to our students.

The reason

The reason Judge Mason is here today is that he'd like to announce his nomination as Honorary Chairman.

We hope

We hope, by means of this letter, to show you and all readers that Salvador Christian Gruber deserves at least six years in prison because of his frauds.

The intention behind

The intention behind our message to Sir Windermere is to warn him about the dangers of using leveraged debt to buy Sanford Twigs Corp.

Ask about responsibility

I need to know who is in charge

I need to know who is in charge of press relations. Please tweet me her name.

Who runs?

Who runs the Detroit office now that Stan has left?

Who is accountable for this?

Who is accountable for this mistake? I need an explanation on my desk tomorrow.

Are we liable?

Are we liable for damages? Please have the lawyer prepare a disclaimer.

Under whose responsibility?

Under whose responsibility was the test conducted? Write back today, please.

Reply about responsibility

Russ is in charge

Russ is in charge of press relations. He's the one who leaked the news.

Ken runs

Ken runs the Detroit office now that Stan has left.

Larry is accountable

Larry is fully accountable for the mistake. He's the supervisor in charge of overseeing pipe installation.

We are liable

We are liable for damages, at least according to the judge. Please read the ruling, which I've attached.

Kevin is responsible

Kevin is responsible for the toxicology lab, so the experiment was conducted under his instructions.

Ask about delivery times

When would we receive?

When would we receive the goods if they were dispatched today?

What is your shortest delivery time?

What is your shortest delivery time for Taipei?

How long will it take to arrive?

How long will it take to arrive at our factory? Please confirm by SMS.

When can we count on having it?

When can we count on having it ready for shipping? Would Thursday work?

Could we get it by?

Could we get it into port by next Tuesday? Please reply ASAP.

Reply with delivery times

You would receive

You would receive the goods tomorrow if they were dispatched today.

Our fastest delivery time

Our fastest door-to-door delivery time for Taipei is 48 hours.

It will take a week

It will take a week to arrive at your factory.

It should be ready on Monday

The machine should be ready for shipping on Monday evening.

You will get it by

You will get it by next Tuesday, provided payment is deposited tomorrow.

Ask for an objective description

What does it look like?

What does the car look like? Is it similar to the picture I attach?

How big is it?

How big are the offices? Please submit a plan with the description.

Can you describe it?

I know you can't take a picture but could you describe it in a couple of lines?

What colour is it?

What colour are the walls? They look light blue in the photograph.

What is it made of?

What are the pens made of? Metal or plastic?

Reply with an objective description

Here's my description

Here's my description of the base: three large buildings with a helicopter landing pad in the middle and nothing else.

They're made of

The pens are all made of metal.

It is large

It is large but about 100 square feet smaller than our Templeton facility.

It would suit our needs

It would suit our needs as it has all we require: a loading bay, a warehouse and three cold chambers.

It is effective

The machine is certainly effective and we would recuperate our investment in three years.

Ask for a subjective description

Describe your feelings about

Describe your feelings about the belt. Would it fit in our collection?

What do you think?

What do you think about what you saw? Please send me your opinion.

What was your first impression?

What was your first impression of the mall?

Did you like it? Did you hate it?

Did you like the whole experience? Did you hate any of it?

What does your intuition say?

What does your intuition say? You know I often trust my guts more than my head.

Reply with a subjective description

It seems

It seems too large for my taste.

My impression

My first impression of the property is that few people drive there for their shopping so I'd look for an alternative location.

It reminds me of

The company structure you're trying to impose reminds me more of an army than a corporation.

I like it

I love every aspect of it. The novel design, the bright colours and the feeling it transmits.

I hate it

I hate every aspect of it. The ugly design, the shocking colours and the feeling it transmits.

Ask about facilities

I'd like to verify what the contract includes

I'd like to verify what the contract includes. Is underground parking free?

Is furniture provided?

Is furniture for the stand provided or do we have to rent it apart?

Are manufacturing activities allowed?

Are manufacturing activities allowed in the industrial park?

What capacity?

What seating capacity does the assembly hall have?

How near the centre is it?

How near the city centre is the development? We do need a downtown location.

Reply about facilities

The contract includes

The lease contract includes two underground parking places.

Furniture is provided

Basic furniture (three chairs, one cupboard, one desk and one table) is provided free of charge.

Manufacturing activities are allowed

Manufacturing activities are allowed within the perimeter of the industrial park as long as they do not contravene our environment regulations.

It has a seating capacity

It has a seating capacity of 200 and a standing capacity of 250 guests.

It is placed

The venue is placed downtown so visitors will be able to access the show by train, underground or bus.

Ask for directions

Where is?

Where in Normandy are you placed? Can you send me GPS coordinates?

Please explain how to arrive

Please explain how to arrive from Ossington to Bloor West Village.

Could you give me directions?

Could you give me directions to your office? Send a map if possible.

What's the quickest way to reach?

What's the quickest way to reach Dynacore? I imagine on the M40 but please confirm.

Which road do you recommend?

Which road do you recommend from Melbourne to Adelaide?

Reply with directions

It is on Somerleighton Road

The office is near the corner of Somerleighton Road and Eaton Drive in Brixton, South of London.

You can get

You can get from Ossington to Bloor West Village by subway. Take the Bloor-Danforth line towards Kipling and climb off at Jane.

Please find directions attached

Please find directions to our agency attached in a PDF file.

The fastest way

The fastest way to reach Dynacore is on the M40. Drive from Uxbridge to Banbury and then take the A422 to Middleton Cheney.

It's between

Our factory is placed halfway between Melbourne and Adelaide so either airport would be fine. You can then rent a car and drive for about five hours.

Ask about licensing

Have you got a licence?

Have you got a licence from Lacoste to manufacture their shirts?

I would like to ask for permission

I would like to ask for permission to use your trademark at our convention.

Do they allow you to?

Do Microsoft allow you to display their logo in your website? You'd better ask.

I wonder if you could authorise me

I wonder if you could authorise me to sell your running shoes in my shop.

Could we become franchisees?

I'd like to know if we could become KFC franchisees. Please send me your requirements.

Reply about licensing

We have been licensed

We have been licensed by Lacoste to manufacture their shirts.

We have decided to deny permission

We have decided to deny your firm permission to use our trademark at your convention. This resolution is final and will not be reverted.

We allow you to

We do allow you to display our logo on your website as long as you do not tamper with it.

We hereby authorise you

We hereby authorise you to use our name in your brochures.

Please find attached franchisee requirements

Please find attached our requirements for franchisees. Feel free to write back if you have any doubt or question.

Ask about certification

Is he certified?

Is James a certified engineer?

Please specify which degree

Please specify which university degree you hold.

We need to know what she studied

We need to know exactly what she studied. Is it Human Relations or Labour Relations?

Has he already graduated?

Has Guy's daughter already graduated? We could do with a new analyst at the lab.

We would need to see your diploma

We would need to see your diploma. Could you scan and send it to us?

Reply about certification

She is a certified accountant

She's a CPA, which in Canada stands for Chartered Professional Accountant and in the US means Certified Public Accountant.

My degree

My university degree is BCL–Bachelor of Civil Law.

I studied

I studied both Human Relations and Labour Relations.

He hasn't graduated yet

Tommy hasn't graduated yet so you'll have to wait for another year if you want him to start working at the lab.

We do have certification

We do have the ISO 9001 certification, which was originally granted to our firm in 2013.

Ask about ability

Could she?

Could the new candidate lead a group of fifteen builders?

Are you able to?

Are you able to drive a semi-trailer truck? Please send us a copy of your license.

Does he know?

Does Colin know enough about Moodle to write a demo? Tell him to go ahead if he feels he does.

Is she familiar with?

Is Lorna familiar with transfer pricing rules?

Is he an expert in?

Up to what point is he an expert in financial engineering?

Reply about ability

She can

She can perfectly well lead a team of builders. She worked for two years at a project in Mongolia and was in charge of half a dozen men.

I am able

I am able and licensed to drive a semi-trailer truck.

I don't know

I don't think I know enough about FORTRAN to develop a working demo.

She is familiar with

Lorna is familiar with transfer pricing rules so she could very well write the manual.

He is an expert at

Sheffer is an expert in Boolean algebra so I guess he'll be the best choice for the set theory project.

Ask about strengths and weaknesses

Please define their strengths and weaknesses

Please define their main strengths and weaknesses so we can plan from there.

What do you do best?

What do you do best? It is not very clear from reading your résumé.

Don't they have a soft spot?

Don't Hans & Co have any soft spot? Please study them and mail me your conclusion.

I wonder what they're better at

I wonder what they're better at. Would it be manufacturing or logistics?

Aren't they vulnerable?

Aren't they vulnerable to anything? What would you say if we advertised more?

Reply on strengths and weaknesses

Their strengths and weaknesses

Their strengths and weaknesses are related to management. They have a strong CEO but middle managers tend to be inefficient or even lazy.

Marketing is our strong point

Marketing is our strong point and we do that better than every single competitor.

Their soft spot

Hans & Co's soft spot is their copper division. It hasn't been profitable for two years in a row.

They're better than we at

They're definitely better than we at logistics. Last year they built an enormous state-of-the art facility in Reno.

They are only vulnerable

They're only vulnerable to hail because they have their own irrigations system and droughts will not affect their harvest.

Ask about what is needed

Write back with what you need

Please write back with everything you need for the fair.

What are the requisites?

What are the requisites? For instance, can a foreigner buy property in Singapore?

Send a list of what's required

Please send a list of all documents required for the MBO.

Is it necessary?

Is it strictly necessary for me to travel there in order to sign the deed?

Mention the essentials

Please only mention the essentials. We don't want to be flooded in paperwork.

Reply with what is needed

We need

We need at least \$10,000 for the next round of financing so we are contacting prospective investors such as yourself, Ms Roots.

We can't do without

We can't do without Edith so please start looking for a way to convince her to return to the office. Why don't we offer her a promotion?

It is essential

I'm writing this email to inform you that opening a night shift is essential if we want to meet demand, so all workers will be expected to work from 9 pm to 6 am once a week.

This is necessary

Electricity is necessary if you want to run the motor, so you'll have to install three-phase power in the warehouse.

We require

We require a deposit of at least 20% of the final price, which you can transfer to our account. Please see our bank details at the bottom of this page.

Ask for a loan

Could you lend me?

Could you lend me \$100? If possible, please transfer the money today!

I'd like to request a credit

I'd like to request a new credit line for our company. Could you inform me about the interest rates?

What about a mortgage?

What about a mortgage on our factory building? Please let me know if it's possible.

We would need financing

We would need some financing to start the process. Please send me the application.

A loan would

A zero-interest loan would be ideal, since it would allow us to deliver the machine faster.

Reply on a loan

We can lend you

We can lend you up to £ 3,000 for five years.

Your credit has been approved

A new credit line for your company has been approved by the committee. The funds will be transferred to your account immediately.

We'll give you a mortgage

We'll give you a mortgage on the factory building. Please find conditions attached.

Financing has dried up

Unfortunately, financing has dried up for the Yellow River project and we don't foresee any change in the coming years.

Loans are not available

Consumer loans are not available to workers earning the minimum wage.

Ask for an advance

Enquire about an advance

I'm writing to enquire about the possibility of an advance on my wages.

Could you pay us a bit earlier?

Could you pay us a bit earlier this month? We have a minor cash flow problem.

We need you to put down

We need you to put down 50% of the total cost as a retainer.

We require a front payment

We require a front payment to close the deal.

How much can you offer us as start-up money?

How much can you offer us as start-up money? We'll pay it back once the business is running.

Reply on an advance

Your advance has been approved

Your advance has been approved. Please pass by the cashier's office to withdraw your cheque.

We could pay you a week earlier

We could pay you a week earlier if you give us a 2% discount.

We are able to put down

We are able to put down up to 40% of the total cost as a retainer.

We can't afford a down payment

We can't afford such a large down payment at the moment.

We can give you \$ 20,000 as start-up money

We can give you \$ 20,000 as start-up money if you allow Kim Pauper to join your board.

Ask about restrictions

Are there any restrictions?

I'm emailing you to ask whether there are any new building restrictions.

Is there anything I need to know?

I wonder if there is anything else I need to know. Please write back to confirm either way.

Are you aware of any limitation?

Are you aware of any limitation to the no-questions-asked return policy?

Can you think of any other constraint?

Please let me know if you can think of any other constraint our undertaking might encounter.

Are we free to?

Please confirm in writing whether we are free to do as we wish.

Reply on restrictions

There are several restrictions

There are several restrictions, as you can read in the by-laws I attach.

You do need to know

You do need to know that any change to the statute must be approved by a two-third majority.

Limitations include

Limitations include no noise after 7.00 pm and no lorry parking on the street.

I can think of some constraints

I can think of some constraints to your project, particularly on the rapid manufacturing aspect.

You are free to

You are free to do as you wish as long as you keep within the law.

Ask about projects

Please tell me about

Please tell me about your impending investments in the energy sector.

Send me a summary

Why don't you email me a summary of all developments in the field?

What are your initiatives?

What are your initiatives in intensive agriculture?

Do you have any new plans?

Do you have new plans for the Dubrovnik factory? Send me a memo with the details.

Is there any novelty?

Was there any novelty at the show? Mail me as many pictures as you can.

Reply about projects

Let me tell you about

Let me tell you about our investments in the energy sector.

I'm enclosing a summary

I'm enclosing a summary with a list of the most relevant developments in environmental biology.

Our initiatives include

Our initiatives include empowering women via microcredits.

We have plans for

We do have plans for the factory. I'll send you a memo with the details.

There is news

There is news on the project, which will finally see the light at the end of this year. I'm sending you Drew's draft and Debby's building schedule.

Ask about the future

Where are we headed?

Where exactly are we headed with this policy? Can anyone write back with forecasts?

I ask myself what would happen

I often ask myself what would happen if we eliminated the gloves line.

How would it work?

How will the new machine work if we substituted copper for bronze?

What is the outlook?

What is the outlook five years hence? Declining sales?

How will it develop?

In reply to your email, I must say I do not know how things will develop.

Reply about the future

We are headed

We are headed towards more autonomy, most likely a scenario where each division will be responsible for generating enough revenues to cover their needs.

This should happen

Nothing much should happen if we eliminate the gloves line.

The outcome could prove

The outcome could prove disastrous if copper prices increase over the stipulated ceiling.

The outlook is

The outlook is favourable if the government doesn't change income tax legislation.

It should develop

The project should develop well as long as we have enough financing to carry us through the first stage.

Ask for reason

Why do you?

Why do you insist? We are not interested in your services so please don't write back.

I can't see the point

As I told you in my last message, I can't see the point in reducing prices.

What's her intention?

What's her intention? If she wants to contact me she should drop me a line instead of writing to you.

I presume the purpose is

I presume the purpose of this campaign is to discredit us. Let's pass everything onto our lawyer.

Could you explain the object?

Could you explain the object of these diagrams? I can't understand them.

Reply about reason

Because we believe

We insist because we believe our rotors are better and cheaper compared to the ones your company is currently purchasing.

The point is

The point in reducing prices is gaining market share.

Our intention is

Our intention is to start exporting early next year. Please see our sales forecast attached.

The purpose could be

The purpose behind Gwen's movement could be to make us nervous. Let's ignore her.

The object should

The object should be to allow Henning more freedom so he can make his own decisions.

Ask about course of action

How will you handle?

How will you handle the problem? I would appreciate your immediate attention to the matter.

What course of action do you believe should be followed?

Please let me know what course of action you believe should be followed in light of what I have exposed.

What will you do about?

What will you do about harassment at work? If the matter is not settled immediately I will report this and other instances to the ethics committee.

Which steps do you propose?

Which steps do you propose? Shall we disassemble the exhaust ourselves or wait for Alstom to send their technician?

Inform us about the decision you have reached

Please inform us about the decision you have reached so we can notify our staff.

Reply on course of action

We will handle

We will handle the issue by deploying our emergency team.

We will follow this plan

We will follow this plan: analyse, understand, apply and solve.

I intend to

I intend to introduce a new set of rules to discourage absenteeism.

I propose we

I propose we disassemble the exhaust ourselves.

My decision

My decision has already been made. We shall go ahead with the platform.

Ask about ongoing activities

Describe what is occurring now

Please describe what is occurring now. Don't spare any detail.

What's happening?

What's happening at this very moment? Send me an SMS every minute.

What's going on?

What's going on in the microbiology world nowadays?

Tell me if there's anything

Write back and tell me if there's anything new at headquarters I should know about.

What's the current situation?

What's the current situation of the Howden case? Please draft a report and email it to Sam.

Reply on ongoing activities

Now we are

Now we are working on the Nimrod project.

The operation in progress is running

The operation in process is running well though we still lack enough power.

The current situation

Please find attached a draft where I sketch the current situation in the mines.

I don't know what's happening

I don't know what's happening at this very moment. I have obstructed view so can only see the cranes.

Nothing is going on

Nothing new is going on in the gaming world nowadays.

Ask about expectations

Explain your plans

When you have a minute sit down and write a proposal explaining your plans to the agency.

What's your projection?

As I asked you before, what's your projection on sales volume for next year?

What would you forecast?

What would you forecast? Please pen your predictions and send them to Henry.

Would you expect?

Would you expect Rhinocorp to outbid us at the auction? Why don't you share your views with our LinkedIn group?

What do you anticipate?

What do you anticipate? I would need your conclusions in a short memo tonight.

Reply on expectations

I'd like to explain my plans

I'm writing because I'd like to explain my plans to the whole team: I will take a year off to travel through India and meditate.

Our projection includes

Our projection includes an intense reduction in fossil fuel consumption.

We forecast

We forecast higher demand for our products if the building industry takes off before the end of the year.

I expect

I expect to have everything prepared by the time the tourists arrive.

We anticipate

We anticipate a short-term depression with long-term growth immediately afterwards.

Ask for a substitute

Could you replace Sarah?

Could you replace Sarah at the conference? Please reply by SMS.

Would it be possible for you to take over?

Would it be possible for you to take over from me today? I have a stomach-ache.

You might have to stand in for

With regards to tomorrow's meeting, you might have to stand in for Zoe.

We need a substitute

We need a substitute teacher for a few days. Can you ask your friend Yvonne if she's available?

Could I ask you to represent me?

Could I ask you to represent me at the convention? I will be in Tokyo that week.

Reply on a substitute

I can replace

I can definitely replace Sarah on Wednesday. When do you want me to be there?

It will be impossible to take over

It will be impossible to take over from you today. I have a meeting in Adelaide.

Madison can stand in for

Madison can stand in for Olivia if you need someone ASAP. Send me a WhatsApp and I'll ask her to drive to your office.

We have a substitute

We do have a substitute teacher for a few days. Sheila is available all week.

Jon will represent us

Jon will represent us at the convention so please forward all documents to his assistant.

Ask for an explanation

Please explain

Please explain your position and send me a summary of your reasons for refusing to sign the contract.

How can you justify?

How can you justify the delay in the whole process? I need a report.

I can't understand why

I can't understand why you did not show up last night. Please apologise to Arleen in writing.

What's the reason?

What is the reason behind your change of policy? Please email me an explanation so we can analyse it.

Why did you?

Why did you tweet that? Eating disorders are a private issue.

Reply with an explanation

I meant that

I meant that higher prices would mean lower demand for our products.

I'll explain point five

I'll explain point five in other words and will simplify the vocabulary so non-natives can understand it.

The reason

The reason behind her move is simple: she wants to be the next CFO.

We did that because

We purchased the clinic in Texarkana because we needed to expand our business west of the Mississippi.

It was caused

The mistake was caused by Freddy mixing up revenue and sales. They are not exactly the same. However, he reviewed everything and resubmitted it.

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400 Ways to Write It in Business English

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