

Other ways of rephrasing the sentences:**Formal:**

- 1 Thank you so much for the invitation to your celebration on 16th June. We would be most pleased to join you.
- 2 I would very much appreciate your advice on the issue.
- 3 Much to our regret, we will not be able to be present.
- 4 I would be grateful for any further information regarding the seminar. Thanking you in advance.
- 5 On behalf of the school committee, we wish to thank you for assisting us on sports day.
- 6 Please let me offer you my sincere apologies.
- 7 It is hoped that this information will be of use to you.

Informal:

- a Tell me the minute you hear anything about the seminar. Hope to see you there.
- b I hope you'll forgive me!
- c Does this cover everything?
- d It was great to get your invitation to your retirement party. We wouldn't miss it for the world!
- e Many thanks for your help in making our school sports day a huge success.
- f I've got no idea what to do. Any advice?
- g Won't be able to manage it, I'm afraid.

- 29 a) 1 Hi there! Just a quick note ...
 2 say what I think you should do ...
 3 Have you thought about ...
 4 That way ...
 5 Maybe you don't like this idea.
 6 If I were you, I'd ...
 7 they could let you know.
 8 always comes in handy.
 9 Sometimes it's really hard to find the right thing!
 10 Hope this helps.

b) (Suggested Answer Key)

Dear Aunt Mary,

1) I am writing to 2) make some suggestions about John and Vicky's wedding present. 3) Have you considered buying them a gift voucher from a big department store? 4) This would mean they would be able to buy something they really need for their new house. 5) You might think this idea is too impersonal. In that case, 6) I think the best thing would be to ask them what they want and 7) they could

inform you. Otherwise, something like a nice oven dish 8) is always useful. 9) Buying a wedding present can be rather difficult. 10) I hope I have been of some help.

Love,
 Laura

- 30 A say sorry: apologise
 ages: quite some time
 really: extremely
 sort out: organize
 chat about: discuss briefly
- B felt obliged to contact: just had to get in touch with
 situation: problem
 advise contacting: think I should get in touch with
- C so much fun: wonderful
 looking so perky: fit and healthy
 It was brilliant: I was so glad
 There's no way I'd leave: I could not have left well: all the best

31 a) (Suggested Answer Key)

Both letters could have two or three main paragraphs.

A 1st main body paragraph: explain what you want to do: theatrical studies; reasons why – a great love of the theatre/you have a talent/six years member of drama society at school/ an artistic temperament/a great love of the theatre/ have read widely on the subject

2nd main body paragraph: explain why parents disapprove of this choice: insecure career choice/not many prospects/tough competition for few top places/could take years to get anywhere/parents prefer steady well-paid employment (e.g. doctor)

3rd main body paragraph: ask previous drama teacher for her assistance in contacting your parents to discuss your choice/your talents in drama/to inform them of the pros and cons of following theatrical studies from her experience

B 1st main body paragraph: describe the positive/negative experiences of the country/ area where you worked (e.g. England): (positive) lots of greenery and parks/variety of

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