BEC Word List

Vocabulary List

Vocabulary and example	Write it

I am writing to phrase /aɪəm ˈraɪtɪŋ tuː/

a formal way to start a letter by giving its purpose

Tip: Follow it with a verb: I am writing to confirm / complain / apply.

I am writing to ask about your prices for printing.

with reference to phrase /wɪð ˈrefrəns tuː/

a formal way to say what your letter is about

Family: regarding (prep.)

With reference to your email of 3 May, I can confirm the order.

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Thank you for your phrase /θæŋk juː fɔː jɔː/

a polite way to begin a reply to someone

Thank you for your letter of 12 June.

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please find attached phrase /pliːz faɪnd əˈtætʃt/

a phrase that tells the reader a file is added to the email

Family: I have attached… (neutral)

Please find attached the updated price list.

I would be grateful if you could phrase /aɪ wʊd biː ˈgreɪtfl ɪf juː kʊd/

a formal way to ask someone to do something

Tip: Follow it with a base verb: could send, could confirm.

I would be grateful if you could send the invoice by Friday.

Could you please phrase /kʊd juː pliːz/

a polite, neutral way to make a request

Could you please call me back before noon?

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Vocabulary and example	Write it

I am afraid that phrase /aɪəm əˈfreɪd ðæt/

a polite way to give bad news

Family: Unfortunately, …

I am afraid that we cannot deliver before May.

we regret to inform you phrase /wiː rɪˈgret tʊ ɪnˈfɔːm juː/

a very formal way to give bad news

Tip: Use it only for serious news in formal letters.

We regret to inform you that the event has been cancelled.

please accept our apologies phrase /pliːz əkˈsept ˈaʊə əˈpɒlədʒiz/

a formal way to say sorry

Please accept our apologies for the delay.

I look forward to hearing from you phrase /aɪ lʊk ˈfɔːwəd tə ˈhɪərɪŋ frɒm juː/

a formal way to end a letter when you expect a reply

Tip: After look forward to, use -ing: hearing, meeting.

I look forward to hearing from you.

do not hesitate to contact me phrase /duːˈnɒt ˈhezɪteɪt tə ˈkɒntækt miː/

a formal way to invite questions

Family: feel free to contact me (neutral)

If you have any questions, please **do not hesitate to contact me**.

as requested phrase /æz rɪˈkwestɪd/

because you asked for it

As requested, I have sent the documents by courier.

as discussed phrase /æz dɪˈskʌst/

in the way we agreed when we spoke

As discussed, the meeting will start at 10.

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Vocabulary and example	Write it

further to phrase /ˈfɜːðə tuː/

a formal way to continue an earlier contact

Further to our phone call, I enclose the contract.

enclose v. /enˈkləʊz/

to put something in the same envelope as a letter

Family: enclosure (n.) **Use it with:** please find enclosed **Tip:** Attach for emails; enclose for paper letters.

I **enclose** a copy of the receipt.

at your earliest convenience phrase /æt jɔː ˈɜːlɪɪst kənˈviːnɪəns/

a formal way to say as soon as you can

Please reply **at your earliest convenience**.

in response to phrase /ɪn rɪˈspɒns tuː/

as an answer to something

In response to your enquiry, our prices are below.

I would like to phrase /aɪ wʊd laɪk tuː/

a polite way to say what you want

I would like to book a table for twelve people.

we are pleased to phrase /wiː ɑː pliːzd tuː/

a formal way to give good news

Tip: Follow it with a base verb: pleased to offer / inform / confirm.

We are pleased to offer you the position.

kind regards phrase /kaɪnd rɪˈgɑːdz/

a friendly but professional way to end an email

Tip: Also: Best regards, Best wishes.

Thanks again for your help. **Kind regards**, Amy

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Vocabulary and example	Write it

Yours sincerely phrase /jɔːz sɪnˈsɪəli/

the formal ending after a letter that starts with a person's name

Tip: Dear Ms Li → Yours sincerely.

Dear Ms Li, … **Yours sincerely**, Peter Zhou

……

Yours faithfully phrase /jɔːz ˈfeɪθfəli/

the formal ending after a letter that starts with Dear Sir or Madam

Tip: AmE often uses Sincerely for both.

Dear Sir or Madam, … **Yours faithfully**, Grace Lin

……

to whom it may concern phrase /tə huːm ɪt meɪ kənˈsɜːn/

a formal greeting when you do not know who will read the letter

Tip: Used for references; for most letters, Dear Sir or Madam is better.

The reference began **To whom it may concern**.

on behalf of phrase /ɒn bɪˈhɑːf ɒv/

for or instead of another person or group

I am writing **on behalf of** my manager, Mr Wu.

for your information phrase /fɔː jɔː ˌɪnfəˈmeɪʃn/

a phrase that shares something useful without asking for action

Family: FYI (abbr. informal)

For your information, the office closes early on Friday.

in the meantime phrase /ɪnðə ˈmiːntaɪm/

in the time before something happens

Family: meanwhile (adv.)

The new parts arrive next week. **In the meantime**, please use the spare machine.

let me know phrase /let miː nəʊ/

a neutral way to ask someone to tell you something

Let me know if you need anything else.