

## Choosing the appropriate wording for emails

**Highlight** the informal phrases and underline the formal phrases below:

1. Cheers!
2. I am not able to attend on that date.
3. Are you available on the 8th May?
4. Kind regards
5. Hi there!
6. Dear Mr Reza
7. What you doing on the 8th?
8. Sorry, can't do that day.
9. I forgot to attach the photo - here it is! 😊
10. Please find file attached.