

Choosing the appropriate wording for emails - answers

Informal phrases has been **highlighted** and the formal phrases are underlined 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.