

Too formal for most business emails

While all of it is correct in English, the following language is too polite, formal or long winded for most business situations. Do you think any of the sentences are suitable for your own business emails? If so, why do you think so and for what kinds of emails?

Please allow me to introduce myself.

It is my very great pleasure to accept your invitation.

We would like to formally invite you to our office Xmas party.

Would you mind at all if I asked you to send that to me, if it's not too much trouble?

Please find attached the document for your attention./ Attached please find the document for your attention.

I would be absolutely delighted if you could spare a few minutes to see me on Monday 25th January, if it is at all possible.

I would very much appreciate any assistance you can offer me in this matter.

I await a response at your earliest convenience.

Please accept our very sincerest apologies for any inconvenience caused to yourself and your loved ones.

You might be disappointed to hear that the standards of your hotel were not quite up to the very high ones that I had come to expect from your chain.

I would respectfully request that you confirm this at your earliest possible convenience.

If you need even the slightest bit of additional information, please have absolutely no hesitation in contacting me at any time.

Change the sentences above to make them more suitable for your business emailing needs.

Choose one of the sentences above and compete to make it as informal/ friendly as possible without changing the meaning.

Business English Emails Too Formal

Barbara Pachter, Denise Cowie



Business English Emails Too Formal:

BUSINESS ENGLISH 1 Bahasa Inggris Bisnis I Wahyu Sudarmadi. S.IP.,M.Pd Penerbit Adab, Judul BUSINESS ENGLISH 1 Bahasa Inggris Bisnis I Penulis Wahyu Sudarmadi S IP M Pd Ukuran 14 5 x 21 cm Tebal 124 Halaman ISBN 978 623 497 843 8 SINOPSIS As we all know a book can be more meaningful if it can provide benefits that we can later use in everyday life Through this book the author tries to collect some English material needed for business matters Starting from understanding steps to start a conversation to things that should be avoided when doing business The author also includes some contemporary vocabulary that is often mixed up in business matters The outlined for this book can be broken down including 1 English Presentation Skills 2 English Negotiation Skills 3 English Report Writing 4 English Telephoning Skills 5 English Meeting Skills 6 English Email Writing Each of the skills above the author arrange in chapters as already in this book So the author hopes that this book will be easier to learn and easy to practice

Study Skills for Business and Management Patrick Tissington,Christos Orthodoxou,2013-12-10 Want to stand out from the thousands of other business and management students when you graduate from university This comprehensive study skills book gives you all the tools and techniques needed to graduate with a better degree than you thought possible Study Skills for Business and Management is written in an entertaining and non patronising way and is filled with examples and case studies With chapters on efficient and effective reading working in groups managing and writing essays and succeeding in exams this textbook is written specifically with business and management students needs in mind Key features Written by an academic and a recent business and management graduate who are in touch with what it is like to study Business and Management today and the challenges students face Based on primary research in to which study skills are the most effective providing an evidence based approach that you can trust in and saving you precious time Contains a wealth of current examples from recent business and management graduates highlighting examples of good practice as well as common pitfalls to avoid Student Success is a series of essential guides for students of all levels From how to think critically and write great essays to boosting your employability and managing your wellbeing the Student Success series helps you study smarter and get the best from your time at university

Practical English Language Skills for Lawyers Natasha Costello,Louise Kulbicki,2023-01-31 A high level of English remains essential for any lawyer wishing to work internationally but transferring language skills from the classroom to the workplace can be challenging This book shows non native English speaking lawyers how to apply their English language skills to everyday legal situations and contexts providing essential guidance to ensure they can work confidently in different settings and mediums Including activities based on real life scenarios the book will allow lawyers and law students to practise their English in key areas of working life from networking and client meetings to telephone and conference calls contract drafting and contract negotiations presentations and using social media Written by two highly experienced legal English language tutors both former legal professionals it also features online support material that

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letters as part of your work then this book is for you By applying the suggested guidelines you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible Some of the key guidelines covered include Write meaningful subject lines otherwise recipients may not even open your mail Always put the most important point in the first line otherwise the reader may not read it Be concise and only mention what is truly relevant Write the minimum amount possible you will also make fewer mistakes Be a little too formal than too informal you don t want to offend anyone If you have two long important things to say say them in separate emails Give clear instructions and reasonable deadlines If you need people to cooperate with you it is essential to highlight the benefits for them of cooperating with you Empathize with your recipient s busy workload Never translate typical phrases literally learn equivalent phrases The book concludes with a chapter of useful phrases There is also a brief introduction for trainers on how to teach Business Commercial English

Business Advantage Upper-intermediate Student's Book with DVD Michael Handford, Martin Lisboa, Almut Koester, Angela Pitt, 2011-10-27 An innovative new multi level course for the university and in company sector Business Advantage is the course for tomorrow s business leaders Based on a unique syllabus that combines current business theory business in practice and business skills all presented using authentic expert input the course contains specific business related outcomes that make the material highly relevant and engaging The Business Advantage Upper intermediate level books include input from the following leading institutions and organisations the Cambridge Judge Business School the Boston Consulting Group Nokia Dell and Havaianas to name but a few The Student s Book comes with a free DVD of video case studies

Teaching Language to Learners of Different Age Groups Hannah Pillay, 2012 *The Business Style Handbook, Second Edition: An A-to-Z Guide for Effective Writing on the Job* Helen Cunningham, Brenda Greene, 2012-10-26 Revised and updated for the newest digital platforms the classic guide to business writing style and protocols While retaining all the valuable information that has made The Business Style Handbook a modern classic the second edition provides new words phrases and guidance to help you express yourself clearly confidently and correctly on any digital platform New to this edition Updated A to Z section with 250 new entries Best practices for email in a world of portable devices Insights from communications executives at global companies Praise for The Business Style Handbook This may be the handiest and clearest book of tips on basic business writing I ve read in a long time Pam Robinson cofounder the American Copy Editors Society An excellent primer on how to communicate effectively in a business setting Michael Barry vice president media relations Insurance Information Institute This book is especially helpful for people when English is their second language I recommend it to all my business classes Elizabeth Xu Ph D author executive mentor and leadership class instructor Stanford University You never want poor writing to get in the way of what you re saying This style guide is a valuable resource to help ensure that the quality of your writing differentiates you Bart Mosley principal and chief investment officer Alprion Capital Management LP

Canadian Business English Mary Ellen Guffey, Patricia Burke, 2005 For over a decade Canadian

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Longman Business English Dictionary Della Summers, Sheila Dignen, 2000. Perfect for both business English students and people already at work, this dictionary provides easy access to the worlds of accounting, banking, economics, marketing, shipping, and the stock market.

The Journal of English Language Teaching (India), 2002. Contemporary Perspectives in English Language Studies Sarjit Kaur, Shakila Abdul Manan, 2013.

Business Communication with Writing Improvement Exercises Phyllis Davis Hemphill, Donald W. McCormick, Robert D. Hemphill, 2001. This workbook/textbook introduces a basic theory of communication, then presents basics of business communications, attractive appearance, a tone of good will, and a clear and complete message. Applies these principles to different types of messages such as sales, persuasive, credit collection, and

The Communication Clinic: 99 Proven Cures for the Most Common Business Mistakes Barbara Pachter, Denise Cowie, 2016-12-16. The proven prescription for powerful business communication. Sending an email plagued with typos. Rushing through a presentation. Never saying no. Underdressing for a company event. What do these all have in common? Bad messaging. The Communication Clinic is a comprehensive commonsense guide to getting the job of your dreams and presenting yourself in the best light through your writing, speaking, body language, and overall appearance. In no time you'll begin recognizing the subtle mistakes that are holding you back and taking steps to overcome them. The Communication Clinic provides the proven prescription for: Writing effective emails. Developing a professional presence. Mastering verbal and nonverbal communication. Using social media for career success. Designing and delivering powerful presentations. Being assertive but not aggressive in person and online. Managing conflict. Business interactions are increasingly done over digital platforms and across traditional boundaries. Never has clear communication been more critical. Unskilled communicators can create awkward situations, negatively affect business profitability, and even end their own careers with a few poorly chosen keystrokes. Consult The Communication Clinic and you'll show everyone that you understand your job, that you care about your career, and that you work well with others, all of which come across loud and clear through effective communication.

The New Zealand Oxford Dictionary Graeme D. Kennedy, Tony Deverson, New Zealand Dictionary Centre, 2005. The New Zealand Oxford Dictionary is the first large-scale English dictionary especially prepared for New Zealand users. It has been compiled at the New Zealand Dictionary Centre in Wellington and reflects both the New Zealand Dictionary Centre's research into New Zealand English and research into international English conducted by Oxford dictionary centres worldwide, especially the research for The Oxford English Dictionary. The New Zealand Oxford Dictionary contains over 100

000 definitions including over 12 000 New Zealand entries and a wide range of encyclopedic information which provide information about the world especially its notable persons and places Also included are a series of Appendices which provide historical geographical and other information as well as sections on grammar and punctuation The Appendices also include both the English and Maori versions of the Treaty of Waitangi and the national anthem God Defend New Zealand **RILA**,2010 **Business Email** Marc Roche,2019-05-17 About this Professional Email Book Professional emails are too important to mess up They are evidence of something that you said or did and as such they can be your best friend or your worst nightmare Every day a staggering amount of business communication takes place This book will help you not only write more professional business e mails but also improve your overall business English Know your context as well as your audience Like everything in life emails are not created equal The same email can be digital gold or digital poop depending on the situation in which it s deployed so you must always pay attention to context Even if you send exactly the same email to the same audience in a different context they will interpret your email differently as they will approach it with a different mind frame together with a different set of beliefs and expectations When you approach an email in a business setting the first thing to do is to decide exactly what you want from the exchange and then what context you are writing in Is this a close colleague but there is a not so close colleague included into the email exchange Is this an invitation to have drinks after work with someone who has worked with you for years and has suddenly decided to change paths in their career Are you about to fire someone you respect immensely Are you sending a group email to organise a meeting or are you asking someone to pay you because they haven t paid their invoice on time again All these things matter and are particularly important because you don t have the benefit of body language or facial expressions when you write People also tend to forget verbal exchanges more readily but the written word is powerful The pen is mightier than the sword Edward Bulwer Lytton and people will judge you based on how you use your pen I could not possibly list all the people who have influenced me through their work but I will try to mention a few of the ones who spring to mind in no particular order These are my business heroes and without their contribution through their work I would never have been able to write this book If I could write a note of advice about emails and business communication to 25 year old me I would probably send myself the following checklist I wish someone had told me all this 1 Forget your ego Never write with the objective of impressing someone even if that someone is you Sometimes we write and then re read what we have written a few times then we give ourselves a mental round of applause before sending it The problem is our priority wasn t communication in this scenario it was to feed our ego Trying to impress people with long over complicated sentences and words has the opposite effect Always keep clear communication and context in mind in every exchange 2 Aim to explain difficult concepts or problems in a simple easy to understand way This shows intelligence because it means you have digested the concepts and are skilful enough to explain them When you make concepts sound more complicated than they are it gives people the impression that you don t understand because you

probably don't 3 If it's not relevant to the situation or the decision being made don't mention it it will clutter your communication and could cause confusion 4 When you need to write important or sensitive emails stick to the facts Your emotions or opinions are not important or relevant in most cases BUSINESS EMAIL WRITE TO WIN Business English Professional Email Writing Essentials How to Write Emails for Work Including 100 Business Email Templates [eBook](#) [Essential Skills for Business](#) PERLITZ,2023-04-13 This new title from McGraw Hill is a course in a book for TAFES and RTOs delivering the Certificate III in Business BSB 30120 It offers a complete solution with a textbook or ebook option complimentary Instructor Resources and a separate Assessment Package The text is completely up to date for the Training Package and follows a unit by unit approach which is easy to follow Language used is student friendly and the design is appealing and full of visuals and diagrams to aid understanding Key Features Chapters mapped to UOC for ease of use Comprehensive coverage of 6 core units and 15 of the most popular Electives A separate suite of Assessment Tools in word format for you to edit and contextualise to your needs Written by leading expert and trainer Lee Perlitz

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Business English Emails Too Formal Introduction

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