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# **Useful Phrases And Vocabulary For Writing Business Letters**

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Useful Phrases And Vocabulary For

Here are a few Useful Phrases for Personal  
and Social Correspondence. Openings :

The standard opening for personal  
correspondence is Dear but variations  
include: My dear ... My dearest ... Darling ...

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**Business phrases:** Thank you for your letter [inviting, offering, confirming] I am very grateful to you for [letting me know, offering, writing]

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Useful phrases and vocabulary 1 /3

Introduction Welcoming the audience

Good morning / afternoon, ladies and gentlemen. Hello / Hi everyone. First of all, let me thank you all for coming here today. It's a pleasure to welcome you today.

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English for Useful phrases and vocabulary  
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Notch Essays. To be truly brilliant, an  
essay needs to utilise the right language.  
You could make a great point, but if it's

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Business Letters  
not intelligently articulated, you almost  
needn't have bothered.

---

40 Useful Words and Phrases for Top-  
Notch Essays

Um.... Ok/ All right, .... Well/ Well,  
anyway.... So/ So then,.... By the way,.... At



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any rate... Anyhow.... You know,.... What I mean is.... So...where was I saying? /where was I?

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Useful Phrases for Discussion and Debate  
in English ...

USEFUL PHRASES AND STRATEGIES

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## FOR PRESENTATIONS

**INTRODUCTION** Welcoming and greeting the audience Hello, everyone. I'd like, first of all, to thank the organizers of this meeting for inviting me here today. Good morning everyone and welcome to my presentation. First of all, let me thank you all for coming here today. Good

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## USEFUL PHRASES AND STRATEGIES FOR PRESENTATIONS

You can use the following phrases: “This graph shows you...”. “Take a look at this...”. “If you look at this, you will see...”.

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“I’d like you to look at this...”. “This chart illustrates the figures...”. “This graph gives you a break down of...”. Give your audience enough time to absorb the information on the visual.

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precise, phrases which you may need  
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Useful Things to Say to ...

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Useful Words and Phrases for Writing  
Formal Letters in ...

AGREEING and DISAGREEING: ways

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to express agreement or disagreement.

**APOLOGIES:** making and accepting apologies. **BAD NEWS:** announcing and responding to bad news. **CLARIFYING INFORMATION:** checking that you have understood. **CONVERSATIONAL EXPRESSIONS:** phrases used in everyday conversation.



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Introduction section comes after the

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abstract. Introduction section should provide the reader with a brief overview of your topic and the reasons for conducting research.

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Useful Phrases and Sentences for  
Academic & Research Paper ...

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Phrases and Vocabulary About Financial Difficulties. Get into debt/financial difficulties. Run out of money/Owe money. Face/get/be landed with a bill for \$ (a specific amount of money)....  
Incur/accumulate debts.

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## Business Vocabulary: Word List, Phrases & Financial Expressions

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Professor + family name (= Dear Mr./  
Ms./ Dr./ Prof + family name) Dear Alex;  
Hi (John) Dear Sir or Madam; Opening  
greeting to more than one person. Dear all;  
Hi (everyone/ guys) To: All faculty  
members/ To: New recruits/ To: All  
members/ To:... Useful email ...

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The 100 most useful emailing phrases -  
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recognition (ASR), computer speech  
recognition or speech to text (STT).It  
incorporates knowledge and research in  
the computer ...

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Speech recognition - Wikipedia

Job interviews are always stressful,

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Business Letters especially for job seekers who have attended countless interviews. Below are useful phrases for a job interview you should learn to make a successful one. ...

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telephone vocabulary: useful terms and

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phrases for use on the telephone.

transitional phrases: useful phrases for meetings and presentations, to move smoothly from one point to the next;

Business English Exercises; business terms 1 (online) business terms 2 (online) business vocabulary exercise 1 (online) (unfair pay differences)

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