

LCCI 3 Letters Register

Formal style

- No colloquialisms
- No contractions (like: don't, won't etc.)
- Introductory phrases
 - indirect questions
 - polite requests
 - reference phrases
- Polite tone

Formal style

- Avoidance of phrasal verbs
- Sophisticated vocabulary
- Tentative language
- Linking words

Formal style

Indirect questions:

We would like to know if...

We were wondering whether/if...

Could you advise us if....

Do you happen to know if.....

Formal style

Polite requests:

We would appreciate if....

Could you possibly...

Is it possible to....

We would be grateful if/for....

Formal style

Reference phrases:

As regards...

In response to...

Concerning..

Regarding...

In relation to...

In connection with

With regard to

Formal style

- Sophisticated vocabulary;
 - avoid verbs like: *do, make, get*
 - use: *perform, deal with, produce, manufacture, receive, obtain*
 - avoid the word: *thing or things*
 - use: *matters, issues, problems*

Formal style

- Tentative language
 - introductory phrases:
It seems, there seems to be, it appears
 - introductory phrases for bad news:
*I/We are sorry but... I/We are afraid...
I/We regret that....*
 - quantifiers: *a bit, a little, a slight, not + opposite*
 - *would and could, might*

Formal style

- Linking words
 - and, because, although, in spite of, despite,
furthermore, additionally, in addition, moreover, therefore, however, fortunately, unfortunately

Thank You