



FORMAL AND INFORMAL EMAILS

liveworksheet lesson

- [https://www.liveworksheets.com/worksheets/en/English as a Second Language \(ESL\)/Email writing/FORMAL AND INFORMAL EMAIL me1306036rs](https://www.liveworksheets.com/worksheets/en/English%20as%20a%20Second%20Language%20(ESL)/Email%20writing/FORMAL%20AND%20INFORMAL%20EMAIL%20me1306036rs)

VOCABULARY

- contraction = συναίρεση
- conjunctions = σύνδεσμοι
- fully – spelled - out words = πλήρεις λέξεις
- transition words = μεταβατικές λέξεις
- punctuation marks = σημεία στίξης

CONTRACTIONS

Most Important Contractions List

- Are not → aren't
- Can not → can't
- Could not → couldn't
- Did not → didn't
- Do not → don't
- Does not → doesn't
- Had not → hadn't
- Have not → haven't
- He is → he's
- He will → he'll
- He would → he'd
- He had → he'd
- Here is → here's
- I am → I'm
- I have → I've
- I will → I'll
- is not → isn't
- it is → it's
- it has → it's
- it will → it'll
- Must not → mustn't
- She is → she's
- She has → she's
- She will → she'll
- She would → she'd
- Should not → shouldn't
- That is → that's
- There is → there's
- They are → they're
- They have → they've
- Was not → wasn't
- We are → we're
- We have → we've
- We will → we'll
- We would → we'd
- Were not → weren't
- What is → what's
- Who is → who's
- Who will → who'll
- Will not → won't
- You are → you're
- You will → you'll
- You would → you'd
- You had → you'd



100 Common Conjunctions

Conjunction is a word used to connect clauses or sentences or to coordinate words in the same clause.

- | | | | | |
|----------------------|---------------------|----------------------|------------------------|---------------------|
| ✓ A minute later | ✓ But | ✓ In fact | ✓ Nonetheless | ✓ Thereafter |
| ✓ Accordingly | ✓ Consequently | ✓ In short | ✓ Now | ✓ Therefore |
| ✓ Actually | ✓ Conversely | ✓ In spite of | ✓ Nor | ✓ Third |
| ✓ After | ✓ Equally important | ✓ In spite of this | ✓ Of equal importance | ✓ Thus |
| ✓ After a short time | ✓ Finally | ✓ In summary | ✓ On the contrary | ✓ To be specific |
| ✓ Afterwards | ✓ First | ✓ In the end | ✓ On the following day | ✓ To begin with |
| ✓ Also | ✓ For example | ✓ In the meanwhile | ✓ On the other hand | ✓ To illustrate |
| ✓ And | ✓ For instance | ✓ In the meantime | ✓ Other hand | ✓ To repeat |
| ✓ Another | ✓ For this purpose | ✓ In the same manner | ✓ Or | ✓ To sum up |
| ✓ As an example | ✓ For this reason | ✓ In the same way | ✓ Presently | ✓ Too |
| ✓ As a consequence | ✓ Fourth | ✓ Just as important | ✓ Second | ✓ Ultimately |
| ✓ As a result | ✓ From here on | ✓ Least | ✓ Similarly | ✓ What |
| ✓ As soon as | ✓ Further | ✓ Last | ✓ Since | ✓ Whatever |
| ✓ At last | ✓ Furthermore | ✓ Last of all | ✓ So | ✓ Whoever |
| ✓ At length | ✓ Gradually | ✓ Lastly | ✓ Soon | ✓ Whereas |
| ✓ Because | ✓ Hence | ✓ Later | ✓ Still | ✓ Whomever |
| ✓ Because of this | ✓ However | ✓ Meanwhile | ✓ Subsequently | ✓ When |
| ✓ Before | ✓ In addition | ✓ Moreover | ✓ Such as | ✓ While |
| ✓ Besides | ✓ In conclusion | ✓ Nevertheless | ✓ The next week | ✓ With this in mind |
| ✓ Briefly | ✓ In contrast | ✓ Next | ✓ Then | ✓ Yet |

TRANSITION WORDS IN ENGLISH

| Emphasis | Addition | Contrast | Order |
|------------------------------|------------------------------|-----------------------|--------------------|
| Undoubtedly | Along with | Unlike | Following |
| Unquestionably | Apart from this | Nevertheless | At this time |
| Obviously | Moreover | On the other hand | Previously |
| Particularly / in particular | Furthermore | Nonetheless | First/ firstly |
| Especially | Also | Despite / in spite of | Second/ secondly |
| Clearly | Too | In contrast (to) | Third/ thirdly |
| Importantly | As well as that | Contrary to | Finally |
| Absolutely | Besides | Whereas | Subsequently |
| Definitely | In addition | Alternatively | Above all |
| Without a doubt | Not only...but also | Conversely | Before |
| Indeed | In addition to this | Even so | Last but not least |
| It should be noted | Additionally / an additional | Differing from | First and foremost |

Transition Words For Essays



| Contrast | Persuasion | illustration |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| However Nevertheless Alternatively Despite this On the contrary Yet Whereas Apart from Even so Although In spite of While | Of course Clearly Evidently Surely Indeed Undoubtedly Decidedly Certainly For this reason Besides Again | For example Such as For instance Such as In other words An instance As revealed by To show that In the case of As an example For one thing |
| Cause & Effect | Comparison | Addition |
| Because Since For So Consequently Therefore Thus Hence Owing to As a result of Causes As a consequence of Leads to Contributes of | Of course Clearly Evidently Surely Indeed Undoubtedly Decidedly Certainly For this reason Besides Again | And Also In addition Further Furthermore Besides In addition to Moreover Additionally Not only ... but also Then Again Finally |

TRANSITION WORDS

ADDITION

- As well as
- And
- Too
- Furthermore
- Also
- In addition to
- Not only – but also
- Or

ILLUSTRATION

- Such as
- In this case
- For one thing
- For instance
- For example
- In the case of
- Illustrated by
- As an example

CAUSE AND EFFECT

- Therefore
- So
- Because
- Thus
- Hence
- Due to
- As a result
- Consequently

COMPARISON

- As ...as
- As if
- Equally
- Similarly
- Like
- In the same way
- Comparable
- In like manner

CONTRAST

- But
- However
- On the other hand
- Otherwise
- Unlike
- Conversely
- At the same time
- In spite of

EMPHASIS

- Especially
- Also
- In particular
- Furthermore
- In addition
- Indeed
- Of course
- Certainly

TIME & SEQUENCE



- Later
- After
- Before
- Then
- Next
- Soon
- Finally
- First, second...



DIRECTION & PLACE

- Here
- There
- Over there
- Beyond
- Under
- To the left
- In the distance
- Opposite



Punctuation marks

| PUNCTUATION MARKS | | | |
|-------------------------------------------------------------------------------------|----|---------------------|----------------------|
|  | ● | Full stop or Period | “ ” Quotation Marks |
| | , | Comma | a' Apostrophe |
| | : | Colon | a... Ellipsis Points |
| | ; | Semicolon | a! Exclamation Mark |
| | ? | Question Mark | <u>a</u> Underline |
|  | () | Round Brackets | a - b Hyphen |
| | [] | Square Brackets | a/b Virgule |



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- <https://learnenglish.britishcouncil.org/business-english/english-for-emails/unit-4-starting-and-finishing-emails>
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