

Name: _____

Date: _____

Formal Language in Business English

Directions: Match each informal statement on the left with its formal version on the right. Write the correct letter next to each number.



(.....) Can you send me the info?	A. I would appreciate your assistance.
(.....) I need this done now.	B. I'm afraid I don't quite understand.
(.....) Sorry, I messed up.	C. I would like this completed as soon as possible.
(.....) Let's talk about it later.	D. Please send me the necessary information.
(.....) I don't get what you mean.	E. I apologize for the mistake.
(.....) I think this is a bad idea.	F. I agree with that approach.
(.....) I'm okay with that.	G. This proposal may need further consideration.
(.....) I'm not sure.	H. Let's discuss this at a later time.
(.....) We're gonna start soon.	I. We will begin shortly.
(.....) Thanks a lot for the help.	J. I am uncertain at this point.