

Advanced English Exercise

Functions, Style and Register # 1 – Answers

Match the sentence openings below (1-39) to the functions (A-M)

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|---|--|-----|
| A. Agreeing | 1. Could you please send me details of | [C] |
| B. Asking for explanation/clarification | 2. Enclosed please find information on | [J] |
| C. Asking for information | 3. I am not altogether sure about | [B] |
| D. Asking for suggestions | 4. I am pleased to be able to inform you that | [J] |
| E. Complaining | 5. I am pleased to be able to offer you..... | [L] |
| F. Disagreeing | 6. I am very grateful (indeed) for | [H] |
| G. Explaining / clarifying | 7. I am writing to express my (extreme) dissatisfaction with | [E] |
| H. Expressing gratitude | 8. I couldn't agree with you more when you say that | [A] |
| I. Expressing opinions | 9. I have pleasure in inviting you to | [L] |
| J. Giving information | 10. I have to say that I am not altogether happy about | [E] |
| K. Making suggestions | 11. I quite agree with you when you say that | [A] |
| L. Offering | 12. I really must thank you for | [H] |
| M. Persuading | 13. I should be grateful if you could clarify | [B] |
| | 14. I should be interested in hearing your opinions on | [D] |
| | 15. I think if you look more clearly at .. you will see that .. | [M] |
| | 16. I think there can be little doubt that .. | [M] |
| | 17. I was wondering whether you were aware that .. | [J] |
| | 18. I wonder if you might be interested in .. | [L] |
| | 19. I wonder whether you have considered .. | [K] |
| | 20. I would be grateful for any suggestions you might be able to make regarding | [D] |
| | 21. I would be interested in receiving information about | [C] |
| | 22. I'm not altogether sure that I agree with you when you say that .. | [F] |
| | 23. In other words .. | [G] |
| | 24. It is my own considered opinion that .. | [I] |
| | 25. It is not clear (to me) whether .. | [B] |
| | 26. It is quite clear to me that .. | [I] |
| | 27. It was extremely kind of you to .. | [H] |
| | 28. One possibility might be to .. | [K] |
| | 29. One possible disadvantage of .. might be that .. | [F] |
| | 30. Perhaps >I should make it clear that .. | [G] |
| | 31. Perhaps you could arrange for me to receive information about .. | [C] |
| | 32. Perhaps you might have some ideas on this matter ? .. | [D] |
| | 33. Permit me to disagree with you when you say that .. | [F] |
| | 34. Personally, I feel that .. | [I] |
| | 35. Surely, if you consider the matter more carefully, you can not fail to see that .. | [M] |
| | 36. This is not what I have come to expect from .. | [E] |
| | 37. To put it another way, .. | [G] |
| | 38. You are quite right when you say that .. | [A] |
| | 39. You might like to consider .. | [K] |