

## Advanced English Exercise

### Functions, Style and Register # 1

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

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

- 35. Surely, if you consider the matter more carefully, you can not fail to see that ... ---- [...]
- 36. This is not what I have come to expect from ...----- [...]
- 37. To put it another way, ...----- [...]
- 38. You are quite right when you say that ... ..----- [...]
- 39. You might like to consider ... ..----- [...]