



Emailing Phrases- Tenses and Verb Forms Review

Put the verbs below into the correct form in the gaps which are given, adding "to" or the correct form of "be" or "have" if you need to. Some don't need to be changed to be correct.

- 1 I _____ (write) to you about the meeting next week.
- 2 Please phone us if you _____ (get) lost.
- 3 Here's the information that you _____ (ask) for.
- 4 I _____ (attach) the XL document.
- 5 Any assistance you could give me with this matter _____ (be) greatly appreciated.
- 6 I _____ (complete) it next week, if that is okay with you.
- 7 I'm looking forward to _____ (hear) from you soon.
- 8 I regret _____ (inform) you that...
- 9 If you have any further questions, please _____ (not hesitate) to contact me at any time.

- 10 I _____ (not have) time to reply in detail at the moment, but I thought that I should let you know...
- 11 I'm afraid I _____ (attend) a conference overseas on that day.
- 12 I _____ (arrange) to visit one of your colleagues on Wed 25th March.
- 13 It _____ (be) a pleasure to meet you yesterday.
- 14 I _____ (be) very glad to fit you in any time after that.
- 15 I _____ (do) it as soon as possible.
- 16 How about _____ (come) for a drink with us on Tuesday?
- 17 I'm writing _____ (enquire) about...
- 18 If you have any more questions, please _____ (let) me know.

- 19 I _____ (go) to a meeting in a minute but I thought I'd better let you know...
- 20 I'm sorry that it _____ (take) me so long to reply to your email.
- 21 It _____ (be) great to meet you yesterday.
- 22 I _____ (like) to ask for some information about...
- 23 I _____ (do) it immediately.
- 24 I'm looking forward to _____ (receive) your comments.
- 25 _____ (give) my regards to John.
- 26 I'm sorry _____ (tell) you that...

- 27 I _____ (visit) one of your colleagues on Wed 25th March, so I can see you then.
- 28 Long time no see. How _____ (you be)?
- 29 You also _____ (ask) me about...
- 30 I _____ (get) back to you by Tuesday.
- 31 I _____ (love) come, but...
- 32 Looking forward to _____ (hear) from you.
- 33 The amount that you sent does not seem _____ (be) correct.
- 34 If anything about that isn't clear, please _____ (drop) me a line.



- 35 I _____ (**write**) to you in connection with the meeting next week.
36 Thank you for your email, which I _____ (**just receive**).
37 Wednesday _____ (**be**) good, if that suits you.
38 I _____ (**finish**) it as soon as I can.
39 Please _____ (**pass**) my best wishes onto John.
40 I'm looking forward to _____ (**see**) you then.
41 This is just a quick note _____ (**say**)...
- 42 Hi Joyce. How _____ (**it go**)?
43 If you look at page three of the document attached, you _____ (**see**) that...
44 If you could get this finished by Friday, that _____ (**be**) a great help.
45 Sorry for the delay in _____ (**arrange**) this.
46 _____ (**answer**) your first question, ...
47 Please _____ (**see**) the information below.

Hint 1: In each section above each example is a different tense or verb form.

Hint 2: Each section is in the order:

- Present tenses (sometimes with future meanings)
- Past tenses
- Future tenses (including "would")
- Just verbs (-ing form, imperative and infinitive with or without "to")

The phrases are mixed inside each of those categories.