

## Useful phrases for BULATS emails and reports determiners pairwork Student A

Choose one of the determiners below and read out example sentences with that word missing, starting with the most difficult, until your partner guesses which one (**a/ an/ any/ its/ my/ our/ some/ the/ this/ -**) should be in the gaps. They can only guess once for each example that you give.

### **A**

**A** frequent comment from customers was that...  
I'd like to know if it comes with **a** warrantee.  
Have **a** good weekend.  
Hope you had **a** good holiday.  
I also have **a** question about its appearance.

### **An**

Could you give us **an** estimate of...?

### **Any**

**Any** feedback would be very gratefully accepted.  
**Any** help you can give me in this matter would be much appreciated.  
Do you have **any** idea whether...?  
If you have **any** other questions, please let me know.  
If you need **any** further information, please do not hesitate to contact me at **any** time.  
Let me know if you need **any** more info.  
We apologise for **any** inconvenience that this may cause

### **Its**

First off, can you tell me **its** size?  
Firstly, could you tell me what **its** dimensions are?  
I'd like to know **its** usual price.  
Can I check what **its** functions are?

### **My**

**My** name is... and I...  
**My** first question is about how much it costs.  
**My** second question is how long we have to pay.  
It will be **my** pleasure to attend.

### **Our**

I'm writing to you in connection with **our** conversation last week  
We obtained feedback on **our** products through interviews and questionnaires.  
We would be able to improve **our** company image by...

## The

All **the** best

As **the** head of marketing, I was asked to write a report on...

Can you confirm that you got **the** attachment?

Due to **the** fact that...

Due to **the** reasons given above, I strongly recommend...

First, can you tell me what **the** price would be?

I am writing to apply for **the** job of deputy assistant manager which I saw in yesterday's Guardian.

I recommend that we look into **the** possibility of...

In **the** meantime, if you have any questions please feel free to contact us.

It was nice to speak to you at **the** conference yesterday.

I'm busy all morning but I'm free in **the** afternoon.

I've attached **the** latest figures.

Next, would you mind telling me what **the** payment terms are?

Please see **the** attachment for further details.



## Student B

Choose one of the determiners below and read out example sentences with that word missing, starting with the most difficult, until your partner guesses which one (**a/ an/ any/ its/ my/ our/ some/ the/ this/ -**) should be in the gaps. They can only guess once for each example that you give.

### A

I also think it would be **a** good idea to...

I have to go to **a** meeting in ten minutes, but I just wanted to let you know that...

I would also like to request **a** copy of your latest catalogue.

Just **a** quick note to tell you that...

Last of all, I have **a** question about what support there would be after I purchased it.

### Some

Can I ask for **some** more information on that point?

Can you give me **some** additional information about how green it is?

Could you give me **some** more details on...?

### The

Thanks for **the** invitation, but I'm flying abroad on that day

**The** aim of this report is to examine **the** advantages of...

**The** average was 72%.

**The** best location would be...

**The** current situation means that...

**The** main reason was...

**The** main advantage would be...

**The** next thing I would like to know is its power consumption.

**The** purpose of this report is to outline **the** shortcomings of...

**The** vast majority of our customers...

This has risen to **the** present figure of...

To summarise **the** information above...

We would like to apologise for **the** delay in your order.

### This

I hope **this** email finds you well.

I have written **this** report in order to...

The purpose of **this** report is to summarise the findings of a survey on...

**This** report was written in order to...

**This** report examines...

**Your**

I'm writing regarding **your** email last week, ...  
Thank you for **your** email yesterday.  
I saw **your** advertisement on the internet and would like to ...  
I look forward to **your** reply.  
Thanks in advance for **your** assistance.  
Hope **your** week is going okay.  
Thanks for all **your** help in this matter.  
**Your** attendance would be very much appreciated.  
For **your** reference, please find the accounts attached.  
Thank you for **your** letter dated 17 June 2011.

**- (no determiner)**

Most \_\_\_\_\_ managers consider them to be ...  
I am interested in the course you advertised in the Economist \_\_\_\_\_ last month.  
How are \_\_\_\_\_ things?  
Thanks for \_\_\_\_\_ inviting me.