

Write Efficiently

Instead of this

Use to Write

- | | |
|--|--|
| 1. I have pleasure in informing you. | I am pleased to tell you (or to say).... |
| 2. <i>In the course of</i> the next few day. | during |
| 3. We do not anticipate any increase in prices. | We do not except prices to rise. |
| 4. We shall be <i>in a position to</i> | able |
| 5. Please favour us with an early expression of your views. | Please let us have your opinion soon. |
| 6. The information is needed <i>in connection with</i> . | for |
| 7. He was granted a loan of Rs. 800/- by us. | We granted him a loan of Rs. 800/-. |
| 8. Please be good enough to advice us. | Please tell (or inform) us. |
| 9. Payment of their account will be made by M/S. Fancy Garments next mouth. | M/S Fancy Garments will pay their account next month. |
| 10. Please see that an enquiry is conducted to determine the reason. | Please find out the reason. |
| 11. Advertising to your favour | Referring to your letter |
| 12. Re (Your letter) | or |
| 13. The writer wishes to acknowledge | Thank you for your letter. |
| 14. We express our regret at being unable to fulfil your order on this occasion with our customary promptness. | We are sorry we cannot meet your present demand (order) immediately. |
| 15. We are in receipt of..... | |
| 16. We beg to acknowledge..... | We have received..... |
| 17. We have to acknowledge..... | |
| 18. We are writing <i>with reference to</i> . | about |
| 19. The favour of your early reply will oblige. | I shall be glad to hear from you soon. |
| 20. We beg to inform you..... | We are writing to inform you. |