



Writing Emails Audio Course Season 1

Episode 8: Giving News

Lesson objective

In episode eight we look at ways to give positive and negative news.

Phrases to use when giving positive news

We are pleased to inform you...
I/We are happy to tell you...
We are delighted to inform you...
Congratulations.
We look forward to meeting you...
We look forward to seeing you...
We look forward to working with you...

Phrases to use when giving negative news

We regret to inform you that...
I'm sorry, but...
I am afraid that... / I am afraid to inform you...
Unfortunately...
