

PASS Cambridge BEC – Useful Phrases

WRITING

Making arrangements

- **Suggesting times and dates**
How about / What about the following week / ...a few weeks later?
Would the week of...work for everyone?
Shall we say February 8?
I suggest we...
Let's...
Why don't we...?
I think we should/could...
Couldn't we...?
If we..., we should/could...
- **Asking for suggestions**
When would suit you / your team (best)?
Did you have a time / place in mind?
What (time/date) would you suggest?
- **Saying we are unavailable**
I'm afraid he's/she's (etc.) busy then.
Sorry, but I can't make it then.
- **Using the present continuous for talking about fixed arrangements**
They're working on another project...

Letters of invitation

- **Inviting/Offering**
We would like to invite you...
We should be very pleased if you could...
We would be delighted if you could...
- **Thanking**
Thank you (very much) for your (kind) invitation to...
- **Accepting**
I would be very pleased to...
I would be delighted to...
- **Declining**
Unfortunately, due to..., I am unable to...
I am afraid I will not be able to accept your kind invitation for...because...

Describing duties and responsibilities

My job is to...
I'm responsible for...
My job involves...
In this/my job you have to...

Writing a report

- **Introduction**
The aim/purpose of this report is to...
This report aims to...
This report sets out to...
- **Findings**
It was found that...
...clearly show(s) that...
- **Conclusion(s)**
It was decided/agreed/felt that...
No conclusions were reached regarding the...
In conclusion,...
On balance,...
- **Recommendations (for proposals)**
We would recommend that...
It is suggested/recommended/proposed that...
- **Adding ideas**
Furthermore,... | *Moreover,...*

In addition,... | *Adding to that,...*

- **Contrasting ideas**
However,...
Although,...
Despite / In spite of...
(...) W/while... | ...whereas...
- **Making comparisons**
Both / Neither...
Like / Unlike...
- **Linking cause and effect**
because of / as a result of / due to / owing to...
This means...
...leads to... | ...results in...

Expressing hindsight

We can talk about hypothetical situations in the past in the following ways:
With hindsight, we should/could have...
What we should/could have done is...
If we had..., we would not have...

SPEAKING

Leaving voicemail messages

- **Prepare the listener for the message**
*This is *name from *company xy*
It's 9.30 on Wednesday morning.
I'm ringing about the sales report
- **Make requests simple and polite**
Could you send me the report, please?
Could you please call me back?
- **Give clear contact information**
I'm in Helsinki until Friday.
My Telephone number is

Taking messages

- **Offering help**
I'm sorry, she's not here/in today. Can I help you?
I'm afraid he's visiting a customer. Can I take a message?
- **Asking for information**
Could you ask who's calling, please?
Could you give me your (mobile) number, please?
- **Checking information**
Could you spell that, please?
So, that's 27 November?
- **Promising action**
I'll give her the message as soon as possible / as soon as she gets back.
I'll ask him to call you as soon as possible.