

Change informal language into formal language easily. Business English can be used in any formal situations or documents.

I **got** your email - I **received** your email

I **need** some **help** - I **require** some **assistance**

Let's **talk** about it later - Let's **discuss** it later

How do I **get in touch** with her? - How do I **contact** her?

Please, **make sure** you arrive on time - Please, **ensure** you arrive on time

Please, **give** her your **travel plans** - Please, **provide her with** your **itinerary**

Please, **let them know** when you are arriving - Please, **inform them of your arrival**

Please, **tell me why** you have made this decision - Please, **explain your decision**

Could you, please, **talk more** about the subject? - Could you, please, **elaborate** on that?

How are you going **to fix** the problem? - How are you going **to solve** the problem?

Formal English

is used in formal, business or academic situations — for example, in official documents, researches, academic essays, articles, business letters or official speeches in the office

Informal English

is used in everyday conversations between friends, family members, social media, personal letters etc.

To learn more visit: <https://englishforyouonline.club>