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| Formal letter  vs  formal business report |

**Useful Phrases**

1a) You are given some useful phrases for business reports and formal letters. Some of them are not formal enough. Make them formal and then put all the phrases below in the correct column:

***Thank you in advance! ! | It is advisable to introduce/implement/organize… | Could you please let us know in your earliest convenience whether the above terms and conditions are acceptable for you? | See you soon… |. This report was requested by… | We wish to remind you that… | It is based on my observations/the feedback from participants… | Dear Mrs. Smith, | We look forward to doing business to our mutual advantage | The research was carried out over a 2-month period. | With reference to your letter inquiring about… | Following an analysis of data, it is clear that… | Yours faithfully, | These findings indicate… | My findings are outlined/presented below. /I outline my findings below. | It can be seen from the data / reactions / information above that…| Dear Amy,***

| Formal letter | Formal business report |
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1b) Now put a word or a phrase from the activity above to fill in the gaps of the structure of a formal letter and a formal business report:

**Formal Business Report:**

1. **Title Page:** Thynk Unlimited

Business Proposal

Prepared for Wardiere Inc.

April 2023

Presented by: Samira Hadid

Presented to: Juliana Silva

1. **Executive Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Introduction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Findings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Conclusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **References: BHP Billiton 2017, BHP Billiton sustainability report for the year ended 30 June 2022, viewed 2 April 2023** [**https://www.bhp.com/-/media/documents/investors/annual-reports/2017/bhpsustainabilityreport2017.pdf?**](https://www.bhp.com/-/media/documents/investors/annual-reports/2017/bhpsustainabilityreport2017.pdf?)**.**
7. **(Appendices)**

**Formal Letter:**

1. **Company letterhead / Sender’s address:** Technologent

42, Preston Court

Norfolk PE27 5MR

Tel: 01485 5974567

Email: [jmonroe@gmail.com](mailto:jmonroe@gmail.com)

[www.monroetraining.com](http://www.monroetraining.com)

1. **Date:** 19/04/2023
2. **Receiver’s address:**  Dennis Menees, CEO

Global Co.

90210 Broadway Blvd.

Nashville, TN 37011-5678

1. **Attention line:** ATTN: Dennis Menees, CEO
2. **Reference line:** RE: Strategic Analysis
3. **Salutation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Subject line OR heading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Main body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Closing sentence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **Signature:** U.N. Owen

President

2) Your supervisor asks you to do some research on your competitors because the company wants to expand in a near area. Write a **formal business report**. Collect your data from the **competitor analysis** you performed earlier.