

Business English exercise:
Key business email words *however, providing, as*

Exercise instructions

Fill in each gap in the email using *however, providing, or as*:

Dear Mr Jones

Thank you very much for your enquiry about our furniture. Our autumn catalogue hasn't been printed yet. _____, you can find all the items you mentioned in our spring catalogue.

We can deliver goods within five weeks of taking an order _____ the 20% deposit is paid within seven days. Kitchen utensils are sometimes delivered within a week _____ they are much smaller.

Feel free to contact me if you need any more information. We will be pleased to visit you personally and give advice if necessary. Please be aware, _____, that visits outside of London need to be agreed four working days in advance.

Please note we are out of the office next week _____ the whole company is closed for summer vacation.

Kind regards

Ian Banks

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Exercise key

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